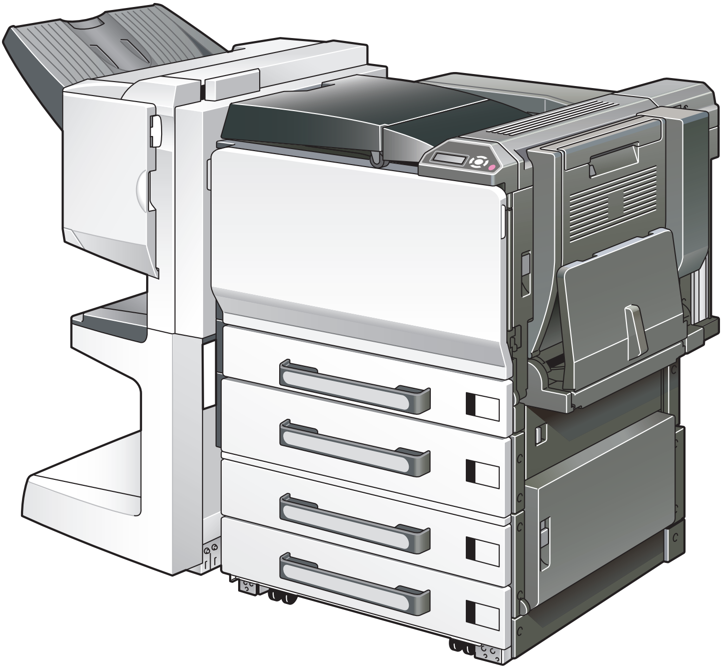
KONICA MINOLTA

The essentials of imaging

bizhub C250P

User's Guide



Introduction

Thank you for choosing this machine.

This manual contains details on the operation of the various functions of the machine, precautions on its use, and basic troubleshooting procedures. In order to ensure that this machine is used correctly and efficiently, carefully read this manual before using the machine. After reading the manual, store it in the designated holder so that it can easily be referred to when questions or problems arise during operation.

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Explanation of manual conventions

✎...

Note

Text highlighted in this manner contains references and supplemental information concerning operating procedures and other descriptions. We recommend that this information be read carefully.

Titles indicate the contents of the section.

[ ]

Names highlighted as shown above indicate keys on the control panel and buttons in application windows and dialog boxes.

Screens are shown so that the actual display can be checked.

✎...

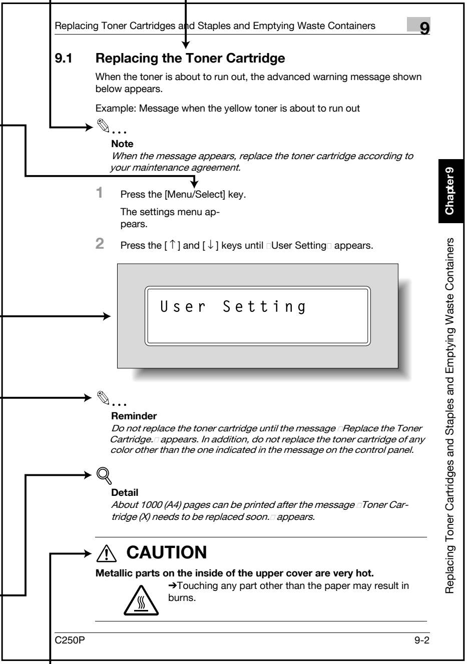
Reminder

Text highlighted in this manner indicates operation precautions. Carefully read and observe this type of information.

🔍

Detail

Text highlighted in this manner provides more detailed information concerning operating procedures or references to sections containing additional information. If necessary, refer to the indicated sections.



Replacing Toner Cartridges and Staples and Emptying Waste Containers 9

9.1 Replacing the Toner Cartridge

When the toner is about to run out, the advanced warning message shown below appears.

Example: Message when the yellow toner is about to run out

✎...

Note

When the message appears, replace the toner cartridge according to your maintenance agreement.

1 Press the [Menu/Select] key.

The settings menu appears.

2 Press the [↑] and [↓] keys until "User Setting" appears.

```
User Setting
```

✎...

Reminder

Do not replace the toner cartridge until the message "Replace the Toner Cartridge." appears. In addition, do not replace the toner cartridge of any color other than the one indicated in the message on the control panel.

🔍

Detail

About 1000 (A4) pages can be printed after the message "Toner Cartridge (X) needs to be replaced soon." appears.

⚠ **CAUTION**

Metallic parts on the inside of the upper cover are very hot.

➔Touching any part other than the paper may result in burns.

Chapter 9

Replacing Toner Cartridges and Staples and Emptying Waste Containers

C250P 9-2

⚠ WARNING , CAUTION

Text highlighted in this manner indicates precautions to ensure safe use of this machine.
"Warning" indicates instructions that, when not observed, may result in fatal or critical injuries.
"Caution" indicates instructions that, when not observed, may result in serious injuries or property damage.

(The page shown above is an example only.)

1

Installation and operation precautions

1 Installation and operation precautions

1.1 Safety information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure you observe all of the precautions appear in each section of this manual.

KM_Ver.01E_C

✎ . . .

Note
Some parts of the contents of this section may not correspond with the purchased product.

Warning and precaution symbols

The following indicators are used on the warning labels or in this manual to categorize the level of safety warnings.

⚠**WARNING**	Ignoring this warning could cause serious injury or even death.
⚠**CAUTION**	Ignoring this caution could cause injury or damage to property.

Meaning of symbols

△	A triangle indicates a danger against which you should take precaution. ⚠ This symbol warns against cause burns.
⃠	A diagonal line indicates a prohibited course of action. ⃠ This symbol warns against dismantling the device.
●	A solid circle indicates an imperative course of action. ● This symbol indicates you must unplug the device.

Disassemble and modification

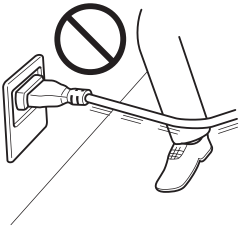
⚠WARNING

- Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.
- Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.

Power cord

⚠WARNING

- Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.
- Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock.
- Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown.
  Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



Power source

⚠ WARNING

- Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock. ❗
- Connect power plug directly into wall outlet having the same configuration as the plug. Use of an adapter leads to the product connecting to inadequate power supply (voltage, current capacity, grounding), and may result in fire or shock. If proper wall outlet is not available, the customer shall ask qualified electrician for the installation. ❗
- Do not use a multiple outlet adapter nor an extension cord in principle. Use of an adapter or an extension cord could cause a fire or electrical shock.
  Contact your authorized service representative if an extension cord is required. 🛇
- Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire. ❗

⚠ CAUTION

- The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs. ❗

Power plug

⚠ WARNING

- Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.

- Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.

⚠ CAUTION

- Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.

- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.

Grounding

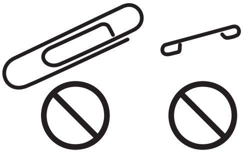
⚠ WARNING

- Connect the power cord to an electrical outlet that is equipped with a grounding terminal.

Installation

⚠ WARNING

- Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown.
  Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



⚠ CAUTION

- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.
- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.
- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.
- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.
- Do not use flammable sprays, liquids, or gases near this product, as a fire could result.

Ventilation

⚠ CAUTION

- Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals.

Actions in response to troubles

⚠ WARNING

- Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.

- Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.

⚠ CAUTION

- The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a “Caution HOT” caution label.

Consumables

⚠WARNING

- Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.

⚠CAUTION

- Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.
- Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.

When moving the machine

⚠CAUTION

- Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.
- When moving this product, always hold it by the locations specified in the User's Guide or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.

Before successive holidays

⚠CAUTION

- Unplug the product when you will not use the product for long periods of time.

1.2 Regulation notices

CE Marking (Declaration of conformity) for users of the European Union (EU)

This product complies with the following EU directives:
89/336/EEC, 73/23/EEC and 93/68/EEC directives.

This declaration is valid for the area of the European Union.

This device must be used with a shielded network (10 Base-T/100 Base-TX) cable and a shielded parallel cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (for U.S.A. users)

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules.
These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

WARNING: The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

This device must be used with a shielded network (10 Base-T/100 Base-TX) cable and a shielded parallel cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 4) (for Canada users)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

For users in countries not subject to class B regulations

WARNING
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

This device must be used with a shielded network (10 Base-T/100 Base-TX) cable and a shielded parallel cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

Laser safety

This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product: This means the machine does not produce hazardous laser radiation.

Internal laser radiation

Maximum Average Radiation Power: 8.0 μW at the laser aperture of the print head unit.

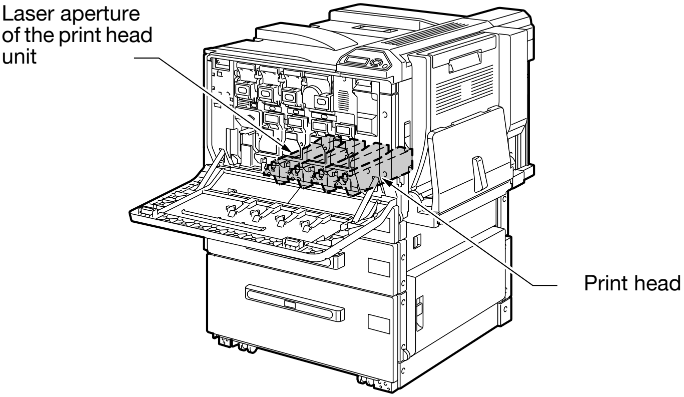
Wavelength: 775-800 nm

This product employs a Class 3B laser diode that emits an invisible laser beam.

The laser diode and the scanning polygon mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM:

Therefore, the print head unit should not be opened under any circumstances.



CDRH regulations

This machine is certified as a Class 1 Laser product under Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page 1-14 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

CAUTION
Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 10 mW and the wavelength is 775-800 nm.

For European users

CAUTION
Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 10 mW and the wavelength is 775-800 nm.

For Denmark users

ADVARSEL
Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 10 mW og bølgelængden er 775-800 nm.

For Finland, Sweden users

LOUKAN 1 LASERLAITE

KLASS 1 LASER APPARAT

VAROITUS!
Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin sunrin teho on 10 mW ja aallonpituus on 775-800 nm.

VARNING!
Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 10 mW och våglängden är 775-800 nm.

VARO!
Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

VARNING!
Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad. Betrakta ej strålen.

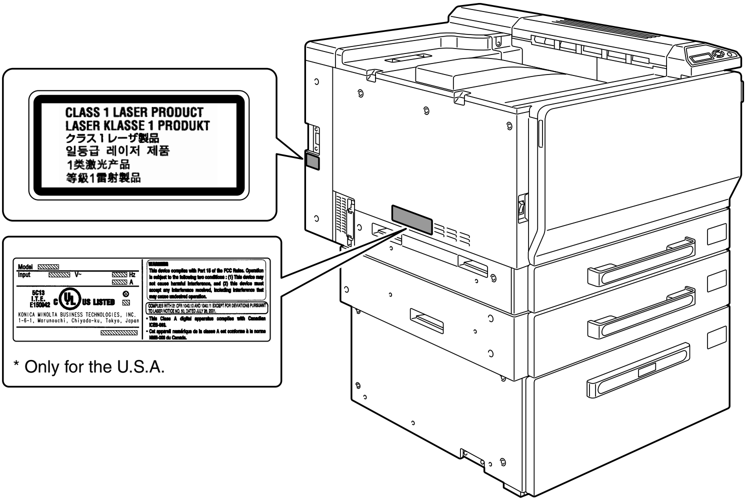
For Norway users

ADVERSEL
Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for unsynlig laserstråling som overskrider grensen for laser klass 1.

Dette en halvleder laser. Maksimal effekt till laserdiode er 10 mW og bølgelengde er 775-800 nm.

Laser safety label

A laser safety label is attached to the outside of the machine, as shown below.



CLASS 1 LASER PRODUCT
LASER KLASSE 1 PRODUKT
クラス1レーザ製品
일등급 레이저 제품
1类激光产品
等級1雷射製品

Model
Input V~ Hz A
5C13
I.T.E.
E150942 c UL US LISTED
KONICA MINOLTA BUSINESS TECHNOLOGIES, INC.
1-6-1, Marunouchi, Chiyoda-ku, Tokyo, Japan

WARNING
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions : (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

COMPLIES WITH 21 CFR 1040.10 AND 1040.11 EXCEPT FOR DEVIATIONS PURSUANT TO LASER NOTICE NO. 50, DATED JULY 26, 2001.

- This Class A digital apparatus complies with Canadian ICES-003.
- Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

* Only for the U.S.A.

Ozone release

Locate the Machine in a Well-Ventilated Room
A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy and safe operating environment, it is recommended that the room be well ventilated.

Placer l’appareil dans une pièce largement ventilée
Une quantité d’ozone négligable est dégagée pendant le fonctionnement de l’appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l’aération est insuffisante et lorsque une utilisation prolongée de l’appareil est effectuée. Pour avoir la certitude de travailler dans un environnment réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l’appareil.

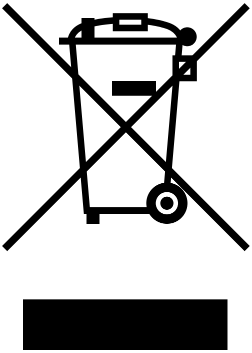
Acoustic noise (for European users only)

Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäss EN ISO 7779.

Recycling batteries （For Taiwan Users Only）

根據地方規定處理使用的電池。

For EU member states only



EN This symbol means: Do not dispose of this product together with your household waste!

Please refer to the information of your local community or contact our dealers regrading the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health caused by inappropriate waste handling.

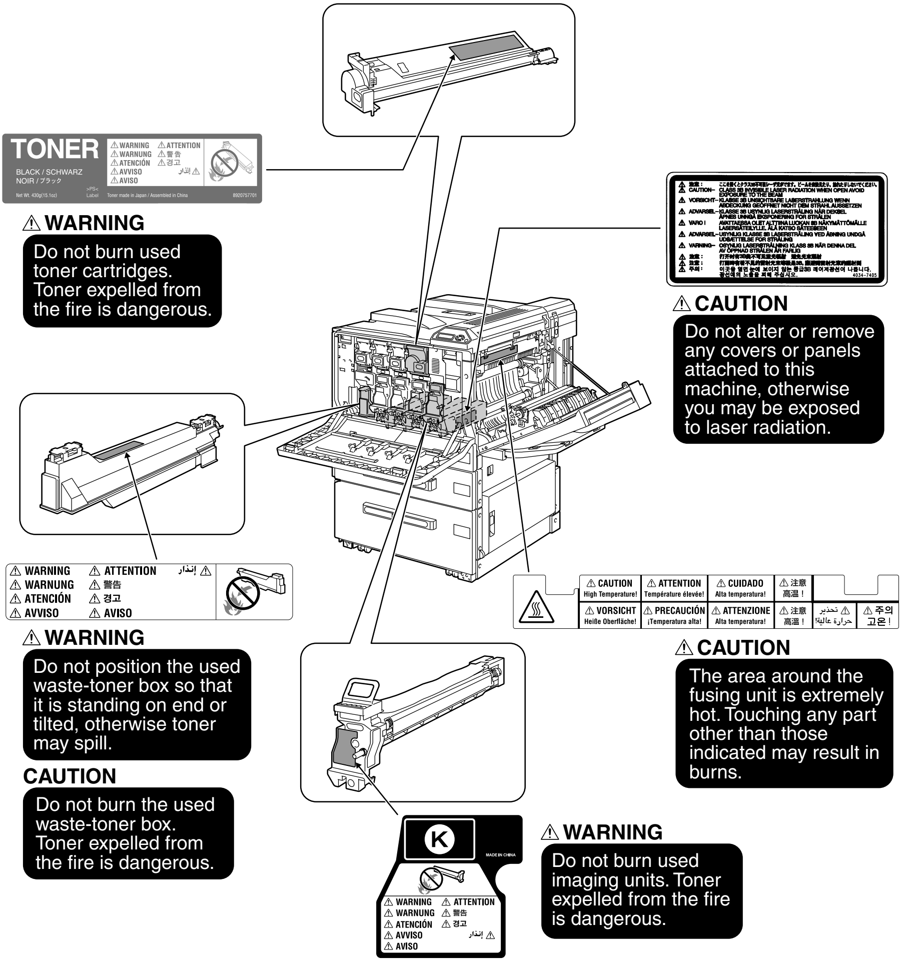
For EU member states only

This product complies with RoHS (2002/95/EC) Directive.

1.3 Caution notations and labels

Safety precaution notations and labels appear on this machine at the following positions.

Be very careful that an accident does not occur when operations such as removing paper misfeeds are performed.


TONER
BLACK / SCHWARZ
NOIR / ブラック
⚠ WARNING ⚠ ATTENTION
⚠ WARNUNG ⚠ 警告
⚠ ATENCIÓN ⚠ 경고
⚠ AVVISO إنذار ⚠
⚠ AVISO
>PS< Label
Net Wt. 430g(15.1oz)
Toner made in Japan / Assembled in China
8920757701
⚠ CAUTION– CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN AVOID EXPOSURE TO THE BEAM
⚠ VORSICHT– KLASSE 3B UNSICHTBARE LASERSTRAHLUNG WENN ABDECKUNG GEÖFFNET NICHT DEM STRAHL AUSSETZEN
⚠ ADVARSEL– KLASSE 3B USYNLIG LASERSTRÅLING NÅR DEKSEL ÅPNES UNNGÅ EKSPONERING FOR STRÅLEN
⚠ VARO ! AVATTAESSA OLET ALTTIINA LUOKAN 3B NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN
⚠ ADVARSEL– USYNLIG KLASSE 3B LASERSTRÅLING VED ÅBNING UNDGÅ UDSÆTTELSE FOR STRÅLING
⚠ VARNING– OSYNLIG LASERSTRÅLNING KLASS 3B NÄR DENNA DEL AV ÖPPNAD STRÅLEN ÄR FARLIG
4034-7405
⚠ WARNING ⚠ ATTENTION إنذار ⚠
⚠ WARNUNG ⚠ 警告
⚠ ATENCIÓN ⚠ 경고
⚠ AVVISO ⚠ AVISO
⚠ CAUTION High Temperature!
⚠ ATTENTION Température élevée!
⚠ CUIDADO Alta temperatura!
⚠ 注意 高温！
⚠ VORSICHT Heiße Oberfläche!
⚠ PRECAUCIÓN ¡Temperatura alta!
⚠ ATTENZIONE Alta temperatura!
⚠ 注意 高溫！
تحذير ⚠ حرارة عالية!
⚠ 주의 고온!
K
MADE IN CHINA
⚠ WARNING ⚠ ATTENTION
⚠ WARNUNG ⚠ 警告
⚠ ATENCIÓN ⚠ 경고
⚠ AVVISO إنذار ⚠
⚠ AVISO

⚠ WARNING

Do not burn used toner cartridges. Toner expelled from the fire is dangerous.

⚠ CAUTION

Do not alter or remove any covers or panels attached to this machine, otherwise you may be exposed to laser radiation.

⚠ WARNING

Do not position the used waste-toner box so that it is standing on end or tilted, otherwise toner may spill.

CAUTION

Do not burn the used waste-toner box. Toner expelled from the fire is dangerous.

⚠ CAUTION

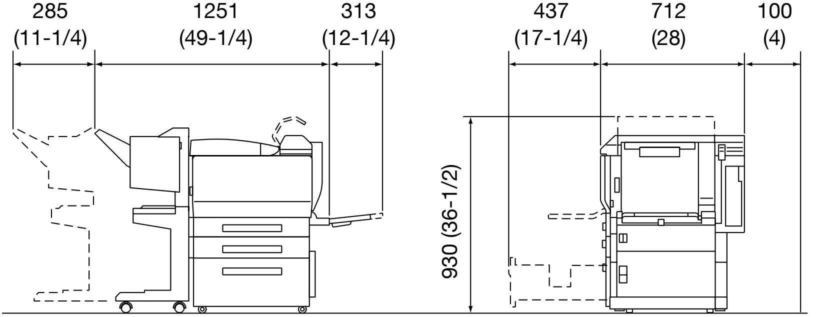
The area around the fusing unit is extremely hot. Touching any part other than those indicated may result in burns.

⚠ WARNING

Do not burn used imaging units. Toner expelled from the fire is dangerous.

1.4 Space requirements

To ensure that machine operation, consumables replenishing, part replacement, and regular maintenance can easily be performed, adhere to the recommended space requirements detailed below.


285
(11-1/4)
1251
(49-1/4)
313
(12-1/4)
437
(17-1/4)
712
(28)
100
(4)
930 (36-1/2)

C250P+FS-603+PC-403

Unit: mm (inch)

✎...

Reminder

Be sure to allow a clearance of 100 mm (4 inch) or more at the back of this machine for the ventilation duct.

1.5 Operation precautions

To ensure the optimum performance of this machine, observe the precautions described below.

Power source

The power source requirements are as follows.

- Voltage fluctuation: Maximum ± 10% (at 110 V/120 to 127 V/220 to 240 V AC)
- Frequency fluctuation: Maximum ± 3 Hz (at 50 Hz/60 Hz)
- Use a power source with as little voltage or frequency fluctuations as possible.

Operating environment

The environmental requirements for correct operation of the machine are as follows.

- Temperature: 10°C (50°F) to 30°C (86°F) with fluctuations of no more than 10°C (18°F) within an hour
- Humidity: 15% to 85% with fluctuations of no more than 20% within an hour

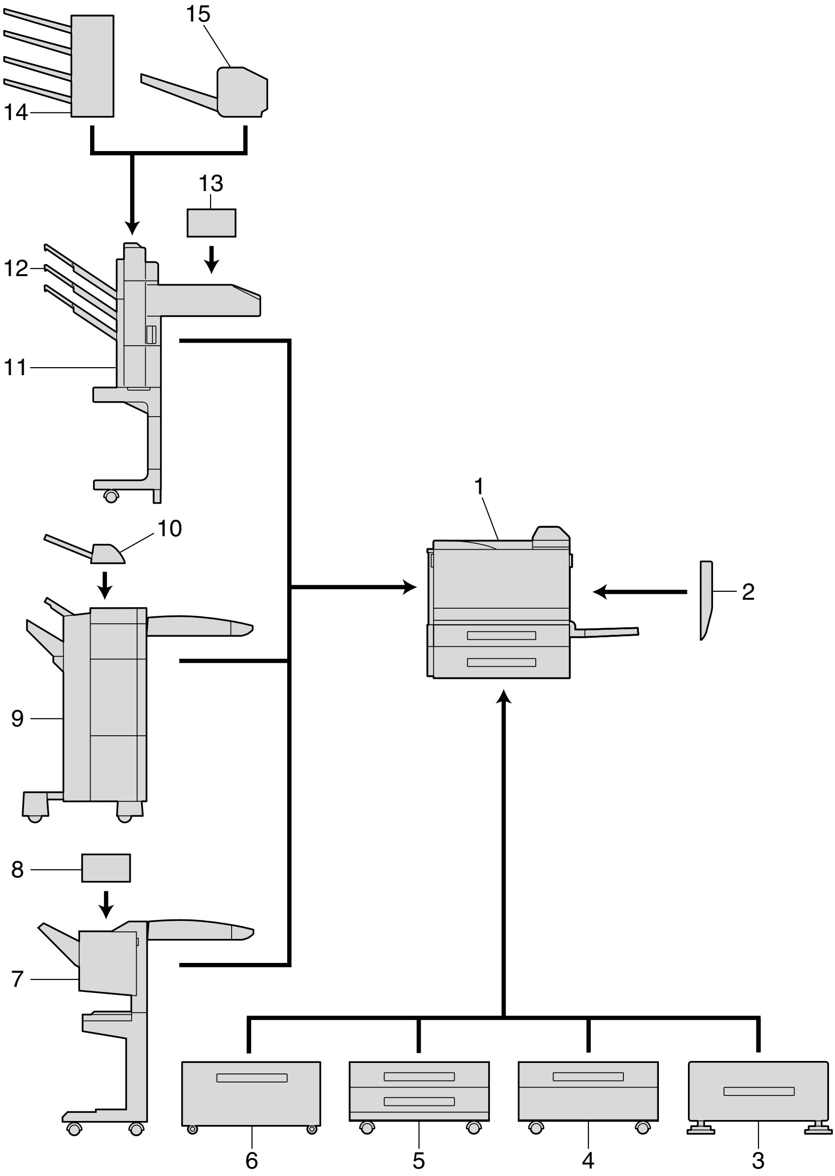
Storage of printed pages

To store printed pages, follow the recommendation listed below.

- Printed pages that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on printed pages.
- Color printed pages have a thicker layer of toner than normal black-and-white printed pages. Therefore, when a color printed page is folded, the toner at the fold may peel off.

1.6 Part names and their functions

Options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3

No.	Part Name	Description
1	Main unit	The data sent from the computer is printed. Referred to as the “machine”, the “main unit”, or the “C250P” throughout the manual.
2	Automatic Duplex Unit AD-503	Turns over printed pages, allowing double-sided pages to be printed automatically. Required to print on letterhead paper. Referred to as the “automatic duplex unit” throughout the manual.
3	Desk DK-502	Allows this machine to be set up on the floor. Referred to as the “desk” throughout the manual.
4	Paper Feed Cabinet PC-103	The top tray can be loaded with up to 500 sheets of paper, and the bottom tray can be used as storage. Referred to as the “single paper feed cabinet” throughout the manual.
5	Paper Feed Cabinet PC-203	Both the top and bottom trays can each be loaded with up to 500 sheets of paper. Referred to as the “double paper feed cabinet” throughout the manual.
6	Paper Feed Cabinet PC-403	Can be loaded with up to 2,500 sheets of paper Referred to as the “LCT” throughout the manual.
7	Finisher FS-603	Feeds out printed pages. The “Offset” setting (separating), Staple settings (stapling), and “Fold & Staple” function (binding) are available. • In order to install the finisher, the main unit must be installed on the desk, on the LCT, on the single paper feed cabinet, or on the double paper feed cabinet.
8	Punch Kit PK-501	Allows hole punching to be used if installed onto Finisher FS-603.
9	Finisher FS-501	Finishes printed pages according to the selected Output setting (sorting or stapling), then feeds out the pages. • In order to install the finisher, the main unit must be installed on the desk, on the LCT, or on the single paper feed cabinet or the double paper feed cabinet.
10	Job Separator JS-601	Print exit tray installed on Finisher FS-501 Referred to as the “job separator” throughout the manual.
11	Finisher FS-514	Feeds out finished printed pages. The “Sort” setting (separating by copy set), “Group” setting (separating by page), and Staple settings (corner stapling and two-point stapling) are available.
12	Output Tray OT-601	Print output tray installed onto the finisher FS-514 and used for separating printed pages Referred to as the “optional finishing tray” throughout the manual.
13	Punch Kit PK-510	Allows hole punching to be used if installed onto finisher FS-514

No.	Part Name	Description
14	Mailbin Kit MT-501	Installed onto the finisher FS-514 to divide printed pages and feed them into the appropriate tray assigned to a specific individual or group Referred to as the “mailbin” throughout the manual.
15	Saddle Stitcher SD-503	Installed onto the finisher FS-514 so that prints can be bound or folded at the center Referred to as the “saddle stitcher” throughout the manual.
16	Local Interface Kit EK-702*	Used for making a local connection between this machine and the computer.
17	Dehumidifer Heater 1C*	Installed in the paper feed cabinet or desk to prevent humidity from collecting in the paper.
18	Hard Disk Drive HD-501*	Operations using the “Secured Print” and “Save in User Box” settings can be used if the hard disk drive is installed. Referred to as the “HDD” throughout the manual.
19	Security Kit SC-503*	Installed to encode the data saved on the HDD so that the HDD can be used more safely.

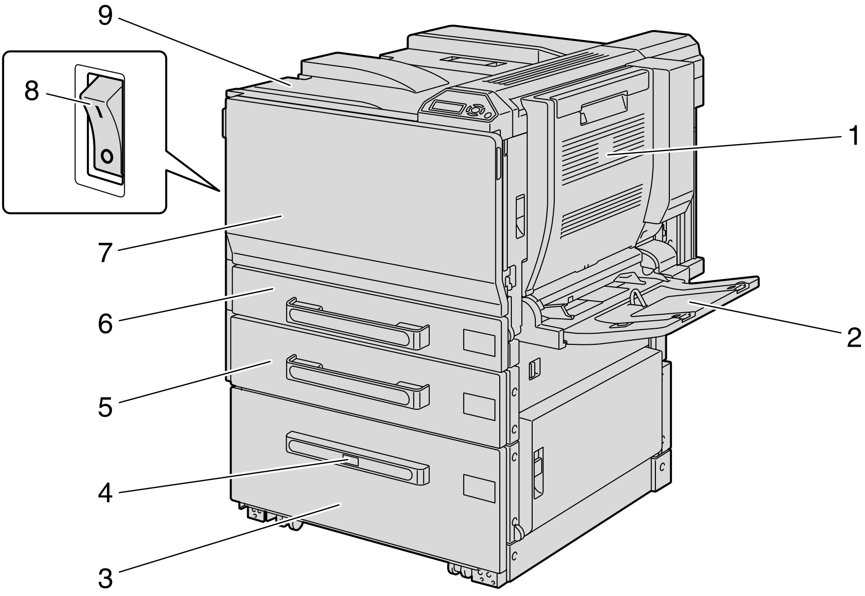
* Parts marked with an asterisk (*) are internal options and therefore are not shown in the illustration.

✎...

Reminder

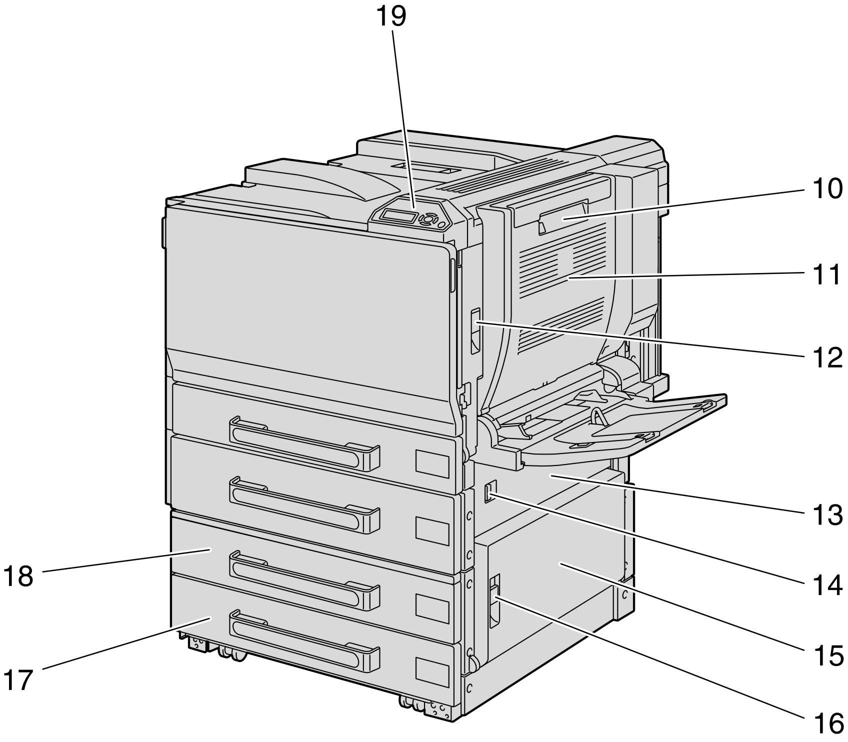
In order to maintain the functionality and quality of the machine, be sure to use the desk or paper feed cabinet when installing the machine on the floor.

Outside of machine



* The illustration above shows the main unit with the optional automatic duplex unit, and LCT installed.

No.	Part Name	Description
1	Automatic duplex unit	Turns over the paper for double-sided printing
2	Multiple bypass tray	Used when printing onto paper with a size not loaded into a paper tray or onto thick paper, overhead projector transparencies, postcards, envelopes or label sheets Holds up to 100 sheets of plain paper, 10 overhead projector transparencies, postcards, label sheets, sheets of thick paper, or envelopes Referred to as the “bypass tray” throughout the manual. (See p. 5-21.)
3	LCT	Can be loaded with up to 2,500 sheets of plain paper
4	Tray release button	Pressed in order to pull out the paper tray for the LCT
5	Tray 2	Can be loaded with up to 500 sheets of plain paper (See p. 5-15.)
6	Tray 1	Can be loaded with up to 250 sheets of plain paper, can be set to different paper sizes, and can be loaded with up to 20 sheets of thick paper, overhead projector transparencies, postcards, label sheets, or envelopes (See p. 5-10.)
7	Front door	Opened when replacing a toner cartridge (See p. 6-5.)
8	Power switch	Used to turn the machine on and off (See page 1-39)
9	Print exit tray	Collects printed pages


19
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12
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14
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16
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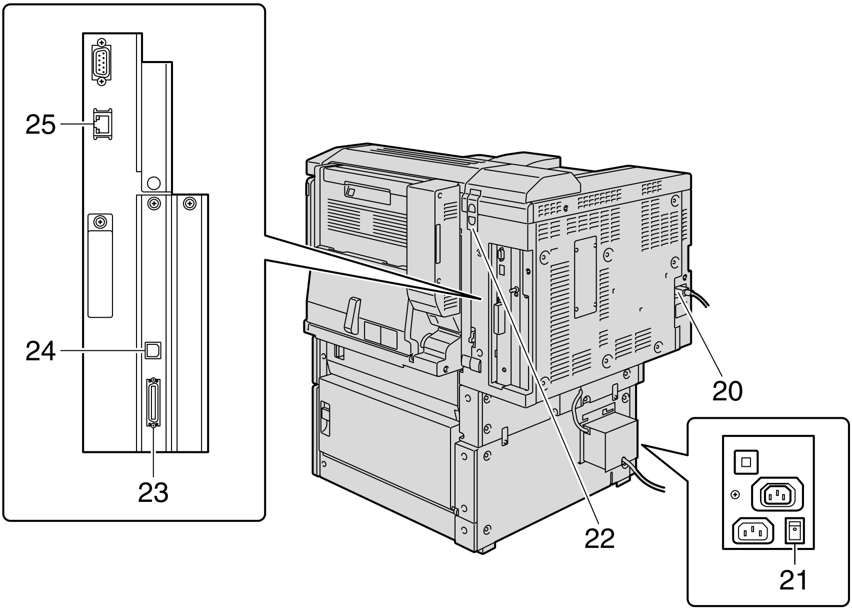
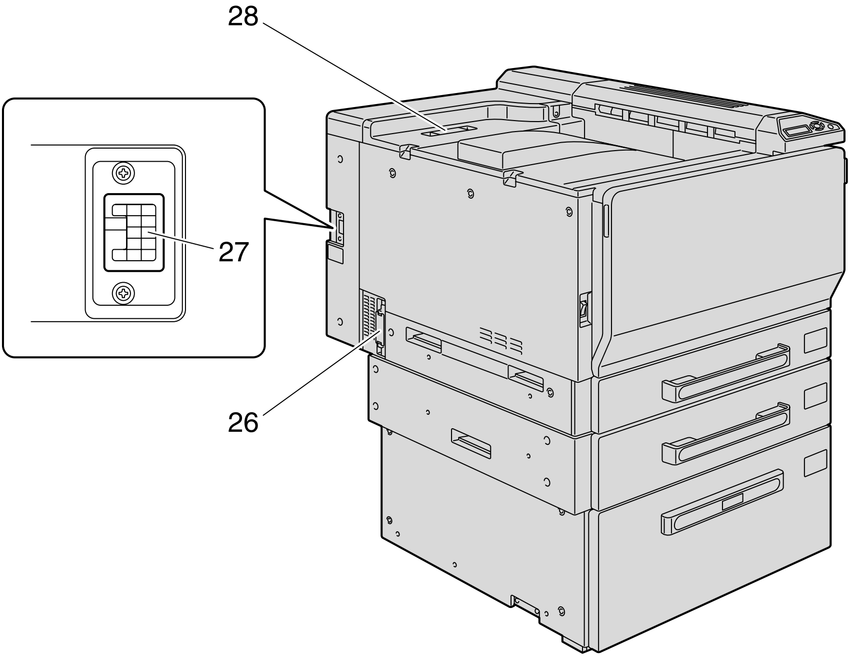
17

* The illustration above shows the main unit with the optional automatic duplex unit, and double paper feed cabinet installed.

No.	Part Name	Description
10	Automatic duplex unit release lever	Used to open the automatic duplex unit door when clearing paper misfeeds
11	Automatic duplex unit door	Opened when clearing paper misfeeds within the automatic duplex unit
12	Upper right-side door release lever	Used to open the upper right-side door
13	Center right-side door	Opened when clearing paper misfeeds from the Tray 2
14	Center right-side door release lever	Used to open the center right-side door
15	Lower right-side door	Opened when clearing paper misfeeds from the Tray 3 or 4 or from the LCT
16	Lower right-side door release lever	Used to open the lower right-side door when clearing paper misfeeds
17	Tray 4/storage tray	Used for storage when the single paper feed cabinet (tray 3) is installed Can be loaded with up to 500 sheets of plain paper when the double paper feed cabinet (tray 3 + tray 4) is installed (See p. 5-15.)
18	Tray 3	Can be loaded with up to 500 sheets of plain paper (See p. 5-15.)
19	Control panel	Used to specify the various settings (See p. 1-38.)

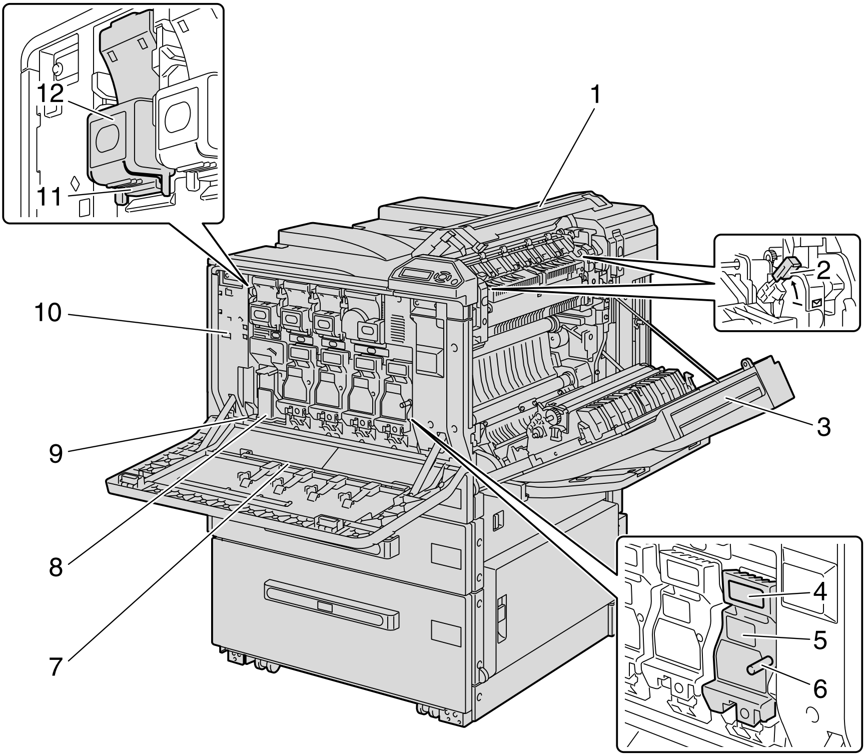




The illustration above shows the main unit with the optional automatic duplex unit, LCT, and dehumidifier heater installed.

No.	Part Name	Description
20	Power connector	Used for connecting the power cord
21	Dehumidifier heater power switch	Used to turn the dehumidifier heater on and off. Turning on the dehumidifier heater reduces moisture in the paper. This switch is used when the optional dehumidifier heater is installed.
22	Filter 2	Collects the toner dust generated in the machine
23	IEEE1284 port (type C)	Used for connecting the parallel cable from the computer
24	USB port (type B) USB 2.0/1.1-compliant	Used for connecting a USB cable from the computer
25	Network connector (10 Base-T/100 Base-TX)	Used for connecting the network cable when this machine is used for network printing and network scanning
26	Ozone filter	Collects the ozone generated in the machine
27	Finisher connector	Used for connecting the finisher hookup cord
28	Filter 1	Collects the toner dust generated in the machine

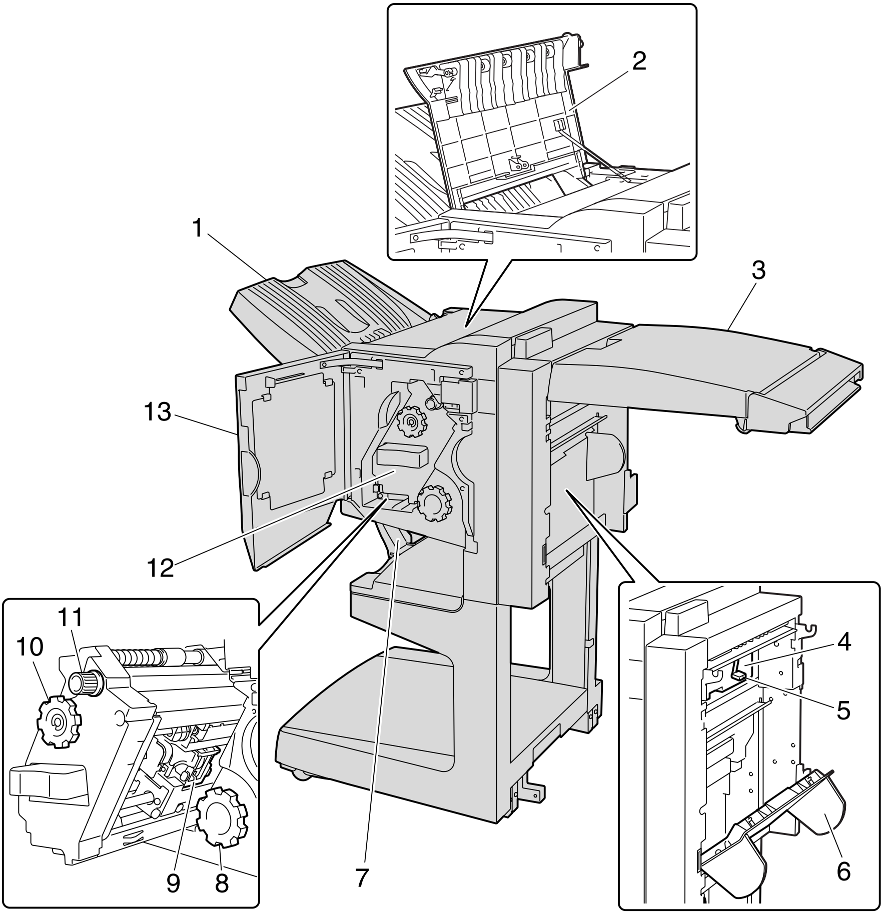
Inside of machine



* The illustration above shows the main unit with the optional automatic duplex unit, and LCT installed.

No.	Part Name	Description
1	Fusing unit cover	Opened when clearing paper misfeeds in the fusing unit
2	M2 release levers	Used when printing on envelopes. Used when clearing paper misfeeds in the fusing unit.
3	Main unit right-side door	Opened when clearing paper misfeeds from inside the main unit
4	Unlocking knob	Used when removing the imaging units
5	Imaging unit	Creates the print image
6	Charger-cleaning tool	Used to clean the electrostatic charger wire, for example, when incorrect copies are produced (See p. 7-4.)
7	Print head glass cleaning tool	Used to clean the surface of the print head glass, for example, when replacing the imaging unit
8	Waste toner box	Collects used waste toner
9	Waste toner box release lever	Used when removing the waste toner box
10	Total counter	Shows the total number of pages that have been printed
11	Locking tab	Used when removing the toner cartridges
12	Toner cartridges	There are four toner cartridges: cyan (C), magenta (M), yellow (Y) and black (K). The combination of the four toners generates full-color images

Finisher FS-603/Punch kit PK-501


2
1
3
13
12
11
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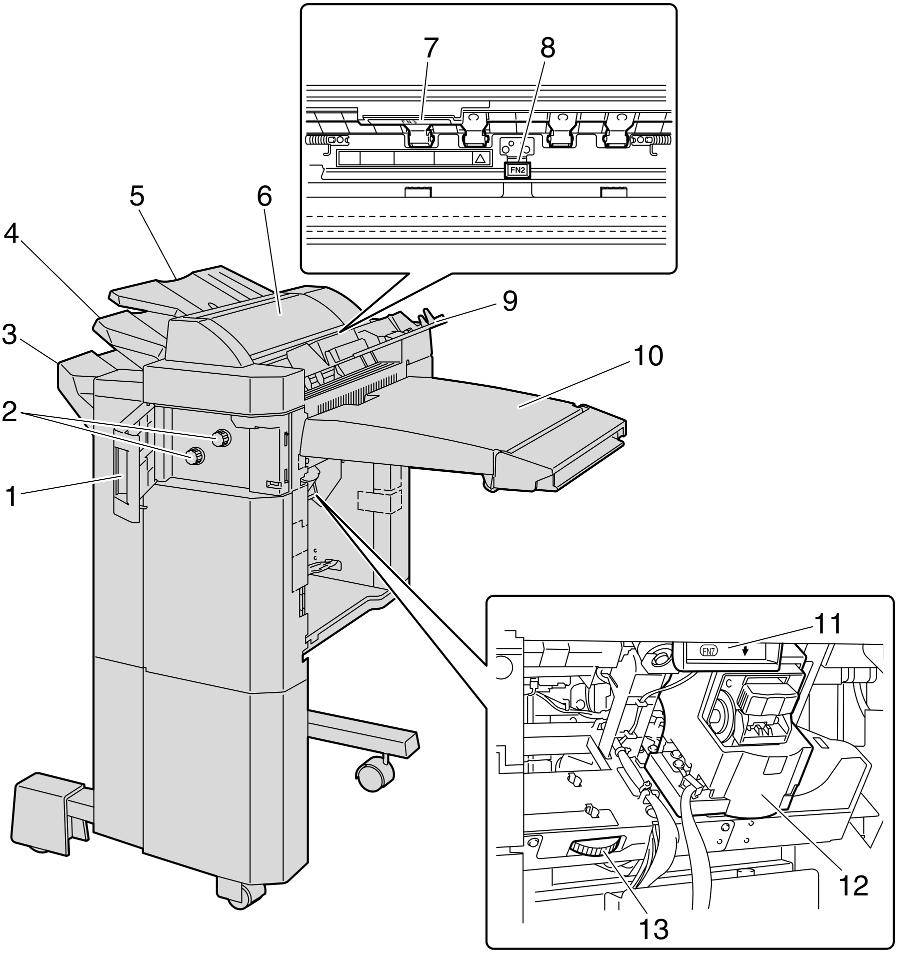
7
6

No.	Part Name	Description
1	Exit tray 1	Collects printed pages
2	Upper door	Opened when clearing paper misfeeds (See p. 8-31.)
3	Horizontal transport unit cover	Opened when clearing paper misfeeds from the horizontal transport unit (See p. 8-31.)
4	Hole-punch waste container	Removed when emptying hole-punch waste that has accumulated from using the Punch settings (See p. 7-6.)
5	Misfeed-clearing guide	Opened when clearing paper misfeeds within the finisher (See p. 8-31.)
6	Right-side door	Opened when clearing paper misfeeds within the finisher (See p. 8-31.)
7	Exit tray 2	Collects copies printed using the “Fold & Staple” setting
8	Misfeed-clearing dial in folding section	Turned when clearing paper misfeeds in the folding section (See p. 8-31.)
9	Staple cartridge holder	Removed from the stapler unit when clearing jammed staples or replacing the staple cartridge (See p. 6-13, p. 8-46.)
10	Misfeed-clearing dial 1	Turned when clearing paper misfeeds within the finisher (See p. 8-31.)
11	Misfeed-clearing dial 2	Turned when clearing jammed staples or replacing the staple cartridge, or for moving the staple cartridge holder out to the front (See p. 8-46.)
12	Stapler unit	Pulled out when clearing jammed staples or replacing the staple cartridge (See p. 6-13, p. 8-46.)
13	Front door	Opened when clearing paper misfeeds or jammed staples or when replacing the staple cartridge (See p. 6-13, p. 8-46.)
14	Punch kit*	Punches holes for filing printed pages when punch kit is installed onto Finisher

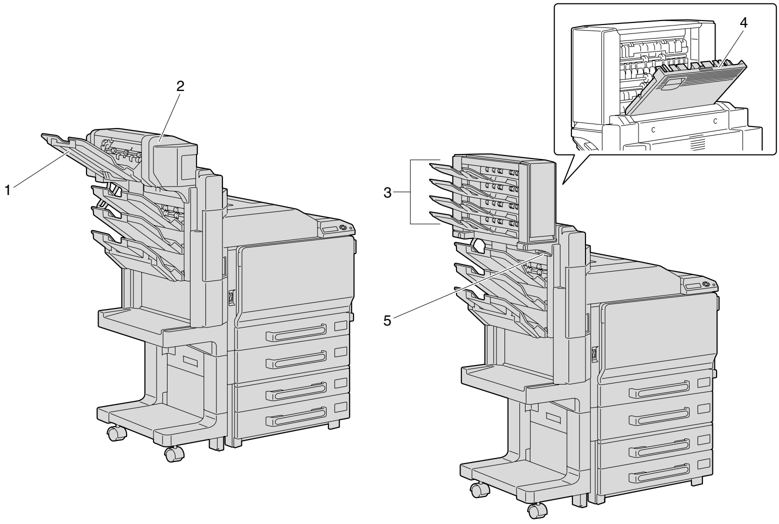
* Parts marked with an asterisk (*) are installed within the finisher and therefore are not shown in the illustration.

Finisher FS-501/Job separator JS-601


7
8
FN2
5
6
4
9
3
10
2
1
11
FN7
12
13

No.	Part Name	Description
1	Front door FN4	Opened when clearing paper misfeeds within the finisher (See p. 8-26.)
2	Misfeed-clearing dials FN5	Turned when clearing paper misfeeds within the finisher (See p. 8-26.)
3	Exit tray 2	Collects printed pages
4	Exit tray 1	Collects printed pages
5	Exit tray 3	Feeds out printed pages when job separator is installed onto Finisher FS-501
6	Job separator cover	Opened when clearing paper misfeeds within the job separator (See p. 8-26.)
7	Misfeed-clearing guide FN3	Opened when clearing paper misfeeds within the finisher (See p. 8-26.)
8	Misfeed-clearing guide FN2	Opened when clearing paper misfeeds within the finisher (See p. 8-26.)
9	Upper cover FN1	Opened when clearing paper misfeeds within the finisher (See p. 8-26.)
10	Horizontal transport unit cover	Opened when clearing paper misfeeds from the horizontal transport unit (See p. 8-26.)
11	Misfeed-clearing guide FN7	Opened when clearing paper misfeeds within the finisher (See p. 8-26.)
12	Stapler	Used to staple pages
13	Jammed-staple-clearing dial	Turned when clearing jammed staples or replacing the staple cartridge, or for moving the stapler to the center (See p. 6-10, p. 8-44.)

Saddle stitcher SD-503/Mailbin kit MT-501



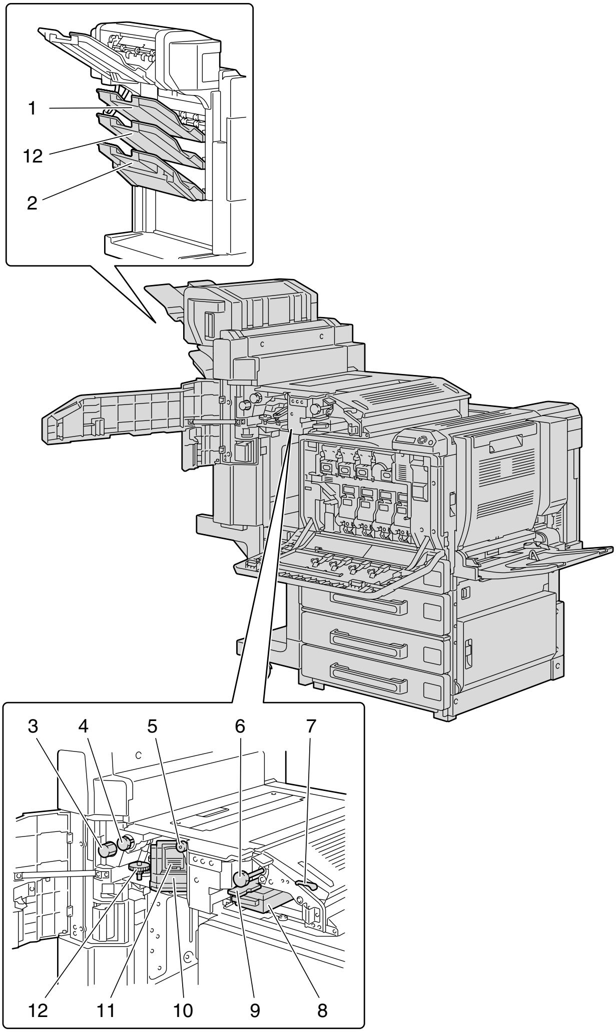
Saddle stitcher SD-503

No.	Part name	Description
1	Print output tray	Collects printed pages
2	Misfeed-clearing door	Opened when clearing paper misfeeds within the finisher

Mailbin kit MT-501

No.	Part name	Description
3	Mailbins	Collects printed pages
4	Misfeed-clearing door	Opened when clearing paper misfeeds
5	Lever [FN7]	Opened when clearing paper misfeeds

Finisher FS-514/Output tray OT-601/Punch kit PK-510


1
12
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10
9
8

Finisher FS-514

No.	Part name	Description
1	Output tray 1	Collects prints that are fed out
2	Output tray 2	Collects prints that are fed out
3	Dial [FN6]	Turned when clearing paper misfeeds within the finisher
4	Dial [FN5]	Turned when clearing paper misfeeds within the finisher
5	Dial [FN4]	Turned when clearing paper misfeeds within the finisher
6	Dial [FN2]	Turned when clearing paper misfeeds within the finisher
7	Lever [FN1]	Raised when clearing paper misfeeds within the finisher
8	Hole-punch waste container	Removed when emptying hole-punch waste that has accumulated from using the punch settings
9	Lever [FN3]	Lowered when clearing paper misfeeds within the finisher
10	Stapler	Moved to the front when clearing jammed staples
11	Staple cartridge holder	Removed from the stapler when replacing the staple cartridge or clearing jammed staples
12	Dial	Turned to move the stapler to the front when clearing jammed staples

Output tray OT-601

No.	Part name	Description
13	Optional output tray	Collects prints

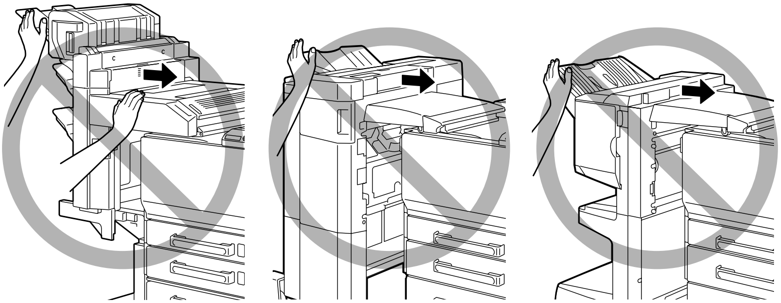
Punch kit PK-510

No.	Part name	Description
14	Punch Kit*	Punches holes for filing printed pages when punch kit PK-510 is installed onto finisher FS-514

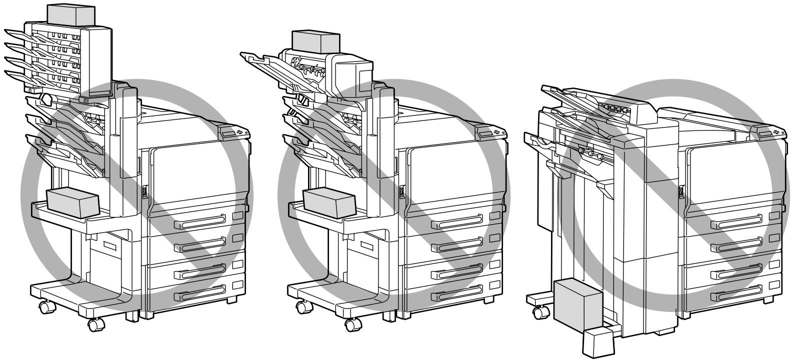
* Parts marked with an asterisk (*) are installed within the finisher and therefore are not shown in the illustration.

Precautions for using the finisher:

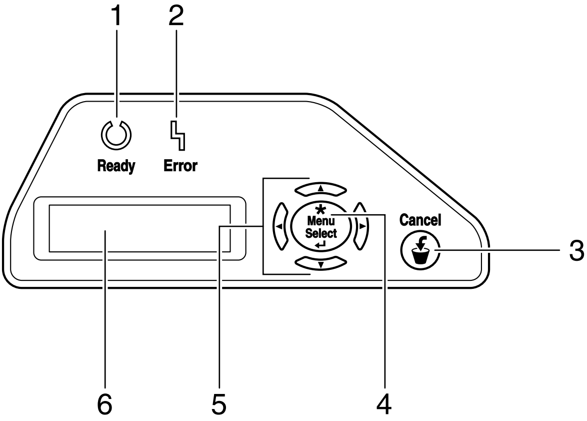
- When moving the finisher, do not grab the exit tray.



- Do not place objects on top of the saddle stitcher or mailbin kit.
- Do not place objects below the exit tray of the finisher.



Control panel

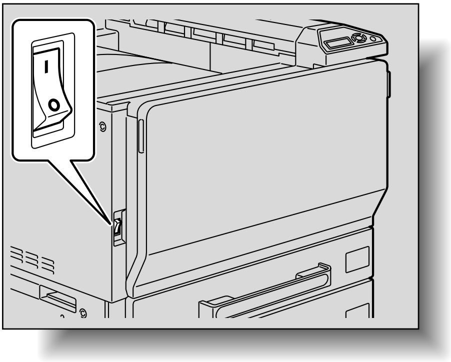


No.	Part Name	Description
1	Ready indicator	Lights up when printing is possible and flashes when data is being received.
2	Error indicator	Lights up when an error occurs.
3	[Cancel] key	Press to cancel printing and other operations.
4	[Menu/Select] key	Press to display the menu and select settings.
5	Cursor keys	Press to change the menu and to enter values.
6	Display panel	Displays various screens and messages.

1.7 Basic operations

Turning on the machine

1 Set the power switch to [|].



2 Check that the control panel is turned on.

Detail

When the machine is turned on, the printer starts up and the message "Now warming-up." appears. After the message "Ready to print." appears and the Ready indicator lights up, a print job can be received.

The default settings, which are those that are selected immediately after the machine is turned on, can be changed. For details, refer to "Control panel" on page 4-2.

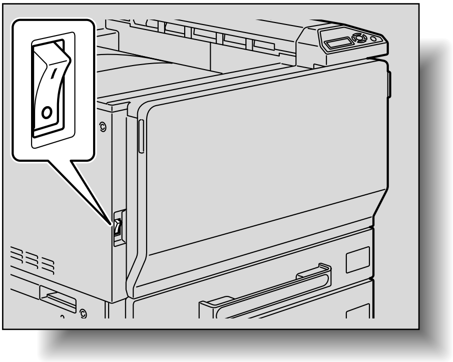
The factory default settings are the settings that were selected when this machine was sent from the factory.

Note

The machine takes about 110 seconds to warm up at normal room temperature (73.4°F).

Turning off the machine

➔ Set the power switch to [○].



✎...

Reminder

When the power switch is turned off, then on again, wait at least 10 seconds to turn it on after turning it off. If there is no wait period between turning the power switch off, then on again, the machine may not function properly.

Do not turn off the machine with the main power switch while it is making printing, otherwise a paper misfeed may occur.

Do not turn off the machine with the power switch while a queued job or stored data is waiting to be printed, otherwise the jobs will be deleted.

Detail

The following are cleared when the power switch is turned off.
Settings that have not been programmed
Jobs queued to be printed.

Automatically canceling the settings (automatic panel reset)

If no operation is performed for a specified length of time while settings are being changed, settings that have not been programmed are cleared and return to their defaults.

This is the automatic panel reset operation.

As the factory default, the automatic panel reset operation is performed after 1 minute.

Detail
The length of time until the automatic panel reset operation is performed and whether or not it is performed can be set from the Utility mode. For details, refer to "User Setting" on page 4-33.

Automatically conserving energy (Low Power mode)

If no operation is performed for a specified length of time the machine automatically enters a mode where it conserves energy.

This is the Low Power mode.

The machine can receive jobs even while it is in Low Power mode.

As the factory default, the machine enters Low Power mode after 10 minutes.

...

Note
When a print job is received, the machine recovers from Low Power mode and begins printing after it has finished warming up (within 30 seconds at normal room temperature (73.4°F)).

The Low Power mode can also be canceled by pressing any key in the control panel.

Detail
The length of time until the machine enters Low Power mode can be changed. For details, refer to "User Setting" on page 4-33.

Automatically conserving energy (Sleep mode)

If no operation is performed for a specified length of time, the machine automatically enters a mode where it conserves energy.

Although the machine conserves more energy in Sleep mode than in Low Power mode, the machine must warm up when Sleep mode is canceled to begin printing again, therefore taking more preparation time than Low Power mode.

As the factory default, the machine enters Sleep mode after 15 minutes.

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Note
When a print job is received, the machine recovers from Low Power mode and begins printing after it has finished warming up (within 110 seconds at normal room temperature (73.4 °F)).

The Sleep mode can also be canceled by pressing any key in the control panel.

Detail
The length of time until the machine enters Sleep mode can be changed. For details, refer to “User Setting” on page 4-33.

Power supply

Be sure to turn off the machine if it is not to be used for a long period of time, for example, overnight.

In order to ensure that no energy is being consumed, unplug the machine.

1.8 Connecting to a computer

Compatible interfaces

The various interfaces that can be used to connect this printer to a computer are described below.

Ethernet interface

Connect when using this printing system as a network printer.

Supports 10Base-T and 100Base-TX standards. In addition, the Ethernet interface supports the TCP/IP (LDP/LPR, peer-to-peer), IPX/SPX (NetWare), and AppleTalk (EtherTalk) protocols.

Parallel interface (optional)

Connect when using this printing system as a local printer.

A computer running Windows and an IEEE 1284 parallel cable are required for connection. Use a parallel cable that uses a terminal with an Amphenol 36-pin male connector.

The parallel interface supports the compatible, nibble, and ECP modes.

USB interface (optional)

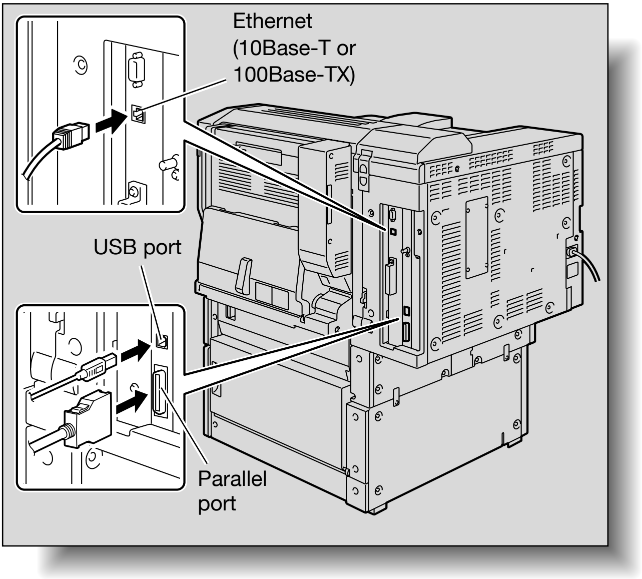
Connect when using this printing system as a USB printer.

The USB interface can be connected to a computer running Windows. A USB cable is required for connection. Use a type A (4 pin, male) or type B (4 pin, male) USB cable. A USB cable measuring 3 meters or less is recommended.

Note
The USB and parallel interfaces cannot be used as the same time. Change the setting in the “I/F Setting” menu of the “Admin. Setting” menu.

Connection diagram

The printer cables can be connected to each port at the back of this machine.


Ethernet
(10Base-T or
100Base-TX)
USB port
Parallel
port

2

Setting up the printer driver

2 Setting up the printer driver

2.1 About the provided printer drivers

Printer drivers and supported operating systems

In order to use this printing system, the printer driver must be installed. The printer driver is a program that controls the processing of data for output. Install the printer driver onto the computer from the provided CD-ROM.

The printer drivers included on the CD and the supported computer operating systems are listed below. Install the required printer driver.

- PCL (PCL XL) Konica Minolta Driver:
  Windows 98SE, Windows Me, Windows NT 4.0 (Service Pack 6a), Windows 2000 Professional (Service Pack 4 or later), Windows XP Home Edition, Windows XP Professional (Service Pack 2 or later), and Windows Server 2003
- PostScript 3 Emulation Konica Minolta:
  Windows NT 4.0 (Service Pack 6a), Windows 2000 Professional (Service Pack 4 or later), Windows XP Home Edition/Professional (Service Pack 2 or later), Windows XP Professional x64, Windows Server 2003, and Windows Server 2003 x64
- PostScript 3 Emulation PPD Driver
  Windows 98SE, Windows Me, Mac OS 9.2 or later, Mac OS X 10.2, Mac OS X 10.3, and Mac OS X 10.4

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Note
The User Software CD-ROM contains the PCL printer driver, and the PostScript Driver CD-ROM contain the PostScript drivers.

System requirements

Check that the computer being connected meets the following conditions.

Windows

- Operating System:
  Windows 98SE, Windows Me, Windows NT 4.0 (Service Pack 6a or later), Windows 2000 Professional (Service Pack 4 or later), Windows XP Home Edition (Service Pack 2 or later), Windows XP Professional (Service Pack 2 or later), or Windows Server 2003
- Processor: Pentium or higher
- Memory: Capacity recommended for the operating system
  With sufficient memory resources in the operating system and application being used
- Drive: CD-ROM
- Web Browser (when using PageScope Web Connection):
  Microsoft Internet Explorer 6 or later recommended (JavaScript enabled, Cookies enabled)
  Microsoft XML Parser (MSXML) 3.X must be installed when using Internet Explorer 5.5.
  Netscape Navigator 7.02 or later (JavaScript enabled, Cookies enabled)
  Macromedia® Flash® (If “Flash” is selected in View Mode, version 7.0 or later plugin is required.)

Macintosh

- Operating System: Mac OS 9.2, Mac OS X 10.2, Mac OS X 10.3, or Mac OS X 10.4
- Processor: PowerPC, Intel Processor
- Memory: Capacity recommended for the operating system
- Drive: CD-ROM
- Web Browser (when using PageScope Web Connection):
  Netscape Navigator 7.02 or later (JavaScript enabled, Cookies enabled)
  Macromedia® Flash® (If “Flash” is selected in View Mode, version 7.0 or later plugin is required.)

Setting up the system

In order to use this printing system, it must first be set up.

Setup consists of connecting this machine to a computer and installing the printer driver onto the computer being used.

Setup the printing system as described below.

1. Connect this machine to a computer. (Refer to “Connecting to a computer” on page 1-43.)
2. Install the printer driver. (Refer to “Installing the printer driver” on page 2-5.)
   - Installation of the printer driver may differ depending on the connection method used with this machine in addition to the operating system of the computer and the type of printer driver being used.
   - To update an existing printer driver, delete the existing printer driver first. For details, refer to “Uninstalling the printer driver” on page 2-20.
3. When using a network connection, set up the network. (Refer to “Setting up network printing” on page 2-33.)
   - As necessary, set the interface timeout settings and parallel interface mode (Compatible, Nibble, or ECP) in the I/F Setting menu from the control panel. When using a parallel or USB port, you must select the port being used. For details, refer to “Admin. Setting” on page 4-38.
4. Check the setup by printing a test page. (Refer to “Test printing” on page 2-31.)
5. Install the screen fonts.
   - The User Software CD-ROM and PostScript Printer Driver CD-ROM contain the Latin TrueType fonts as the screen fonts.
   - Install the screen fronts after adding the operating system standard fonts. For details, refer to Help of the operating system.
   - The screen fonts are located in the Screenfont or Screenfonts folder on the CD-ROM.
   - To install the Macintosh fonts, install the fonts after decompressing them.

2.2 Installing the printer driver

When used with Windows

The installation procedure of the Windows printer driver differs depending on how this machine is connected to the computer and depending on which printer driver is used. The installation method also differs depending on the version of Windows that you are using. Refer to the pages indicated below for the appropriate procedure for installing the printer driver on your computer.

PostScript/PCL (All connection methods):
To install using the installer, refer to “Automatic installation using the installer” on page 2-7.

PostScript/PCL (Network connection):
To install the printer driver using the Add Printer Wizard, refer to “Installing the printer driver using the Add Printer Wizard” on page 2-10, “For Windows 98SE/Me/2000/NT 4.0” on page 2-13, or “For Windows XP/Server 2003” on page 2-10.

PostScript/PCL (Parallel connection):
To install the printer driver using Plug and Play, refer to “Installing the printer driver using Plug and Play” on page 2-16, “For Windows 98SE” on page 2-16, “For Windows Me/2000” on page 2-17, or “For Windows XP/Server 2003” on page 2-18.
To install the printer driver using the Add Printer Wizard, refer to “Installing the printer driver using the Add Printer Wizard” on page 2-10, “For Windows 98SE/Me/2000/NT 4.0” on page 2-13, or “For Windows XP/Server 2003” on page 2-10.

PostScript/PCL (USB connection):
To install the printer driver using Plug and Play, refer to “Installing the printer driver using Plug and Play” on page 2-16, “For Windows 98SE” on page 2-16, “For Windows Me/2000” on page 2-17, or “For Windows XP/Server 2003” on page 2-18.

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Note
For details on installing the printer driver in a network environment, refer to “Setting up network printing” on page 2-33. Because it is necessary to specify other network settings in advance when installing the printer driver using a network connection, install it using a local connection at this time.

Note

To install the printer driver on a computer running Windows XP, Windows Server 2003, Windows 2000, or Windows NT 4.0, log on with a user name registered with Administrator privileges.

To connect this machine to a computer using a parallel connection or a USB connection, the optional local interface kit is required.

Automatic installation using the installer

With the installer, this machine is detected to determine whether it is connected by USB or is on the same TCP/IP network as the computer, and then the required printer is automatically installed. You can also manually specify the printer driver to be installed.

Detail

Since this machine is automatically detected with a network connection, be sure to set the IP address of this machine before connecting it. For the setting procedure, refer to "Specifying the TCP/IP settings" on page 2-37.

For IPP printing, it is not necessary to install the printer driver at this time since IPP printing setup is performed when the printer driver is installed. For further details on IPP printing, refer to "IPP printing (Windows 2000/XP/Server 2003)" on page 2-50.

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Note

When installing the printer driver on a computer running Windows NT 4.0, Windows 2000, Windows XP, or Windows Server 2003, Administrator privileges are required.

In order to install this machine on a network with a direct connection using the TCP/IP protocol, Microsoft TCP/IP must first be installed on the computer being used if it is running Windows NT 4.0.

If the wizard starts up in order to add new hardware with a USB or parallel connection, click [Cancel].

Installer operating environment

- Operating System: Windows 98SE, Windows Me, Windows NT 4.0 (Service Pack 6a or later), Windows 2000 Professional (Service Pack 4 or later), Windows XP Home Edition (Service Pack 2 or later), Windows XP Professional (Service Pack 2 or later) or Windows Server 2003
- Processor: Pentium 300 MHz or higher recommended
- Memory: 64 MB or more (128 MB or more recommended)

To install the printer driver

1 Insert the Windows printer driver CD-ROM into the computer's CD-ROM drive.

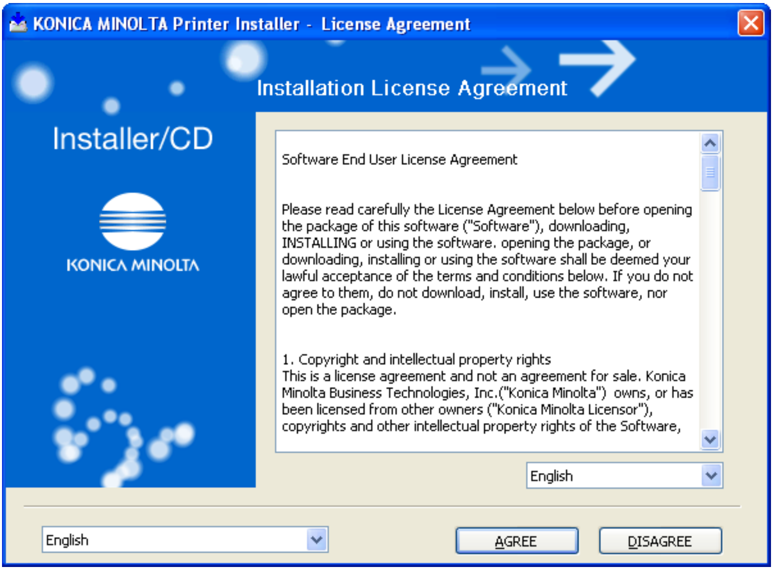
- For the User Software CD-ROM (for a PCL driver), check that the installer starts up, and then continue with step 2.
- For the PostScript Printer Driver CD-ROM (Win) (for a PS driver), double-click "UserInst.exe" in the Driver folder on the CD-ROM, and then continue with step 3.

2 Click "Printer Install".

Installation of the printer driver begins.

3 Click the [AGREE] button if you agree with all terms and conditions of the license agreement.

- If you do not agree with the terms and conditions of the license agreement, the software cannot be installed.
- You can change the display language of the installer in the box in the lower-left corner.


KONICA MINOLTA Printer Installer - License Agreement
Installation License Agreement
Installer/CD
KONICA MINOLTA
English
English
AGREE
DISAGREE

Software End User License Agreement

Please read carefully the License Agreement below before opening the package of this software ("Software"), downloading, INSTALLING or using the software. opening the package, or downloading, installing or using the software shall be deemed your lawful acceptance of the terms and conditions below. If you do not agree to them, do not download, install, use the software, nor open the package.

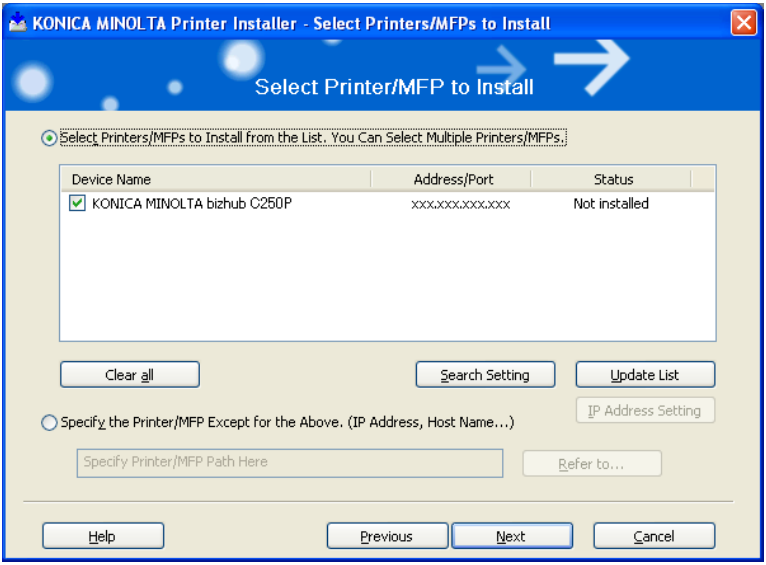
1. Copyright and intellectual property rights
This is a license agreement and not an agreement for sale. Konica Minolta Business Technologies, Inc.("Konica Minolta") owns, or has been licensed from other owners ("Konica Minolta Licensor"), copyrights and other intellectual property rights of the Software,

4 When the setup selection dialog box appears, click the [Install Printer] button, and then click the [Next] button.

The connected printer and MFPs are detected.

5 Select this machine and proceed with the installation. Follow the on-screen instructions to complete the installation.

- If the connection of this machine cannot be recognized, the list is not displayed for the parallel connection. When this occurs, select “Specify the Printer/MFP Except for the Above. (IP Address, Host Name)”, and the specify this machine directly.


KONICA MINOLTA Printer Installer - Select Printers/MFPs to Install
Select Printer/MFP to Install
● Select Printers/MFPs to Install from the List. You Can Select Multiple Printers/MFPs.
Device Name
Address/Port
Status
☑ KONICA MINOLTA bizhub C250P
xxx.xxx.xxx.xxx
Not installed
Clear all
Search Setting
Update List
IP Address Setting
○ Specify the Printer/MFP Except for the Above. (IP Address, Host Name...)
Specify Printer/MFP Path Here
Refer to...
Help
Previous
Next
Cancel

Installing the printer driver using the Add Printer Wizard

✎...

Note

For IPP printing, it is not necessary to install the printer driver at this time since IPP printing setup is performed when the printer driver is installed.

For further details on IPP printing, refer to "IPP printing (Windows 2000/XP/Server 2003)" on page 2-50.

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Note

For details on installing the printer driver in a network environment, refer to "Setting up network printing" on page 2-33. Because it is necessary to specify other network settings in advance when installing the printer driver using a network connection, install it using a local connection at this time.

For Windows XP/Server 2003

1 Insert the Windows printer driver CD-ROM into the computer's CD-ROM drive.

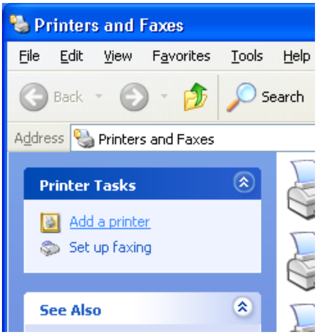
- Konica Minolta PCL driver: User Software CD-ROM
- Konica Minolta PostScript driver: PostScript Printer Driver CD-ROM

2 Click the [Start] button, and then click "Printers and Faxes".

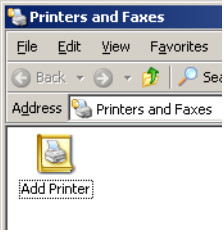
- If "Printers and Faxes" is not displayed in the Start menu, click "Control Panel" in the Start menu, double-click "Printers and Other Hardware", and then double-click "Printers and Faxes".

3 For Windows XP, click “Add a printer” on the “Printer Tasks” menu.

- For Windows Server 2003, double-click the “Add Printer” icon.


Printers and Faxes
File Edit View Favorites Tools Help
Back Search
Address Printers and Faxes
Printer Tasks
Add a printer
Set up faxing
See Also

Windows XP


Printers and Faxes
File Edit View Favorites
Back Sea
Address Printers and Faxes
Add Printer

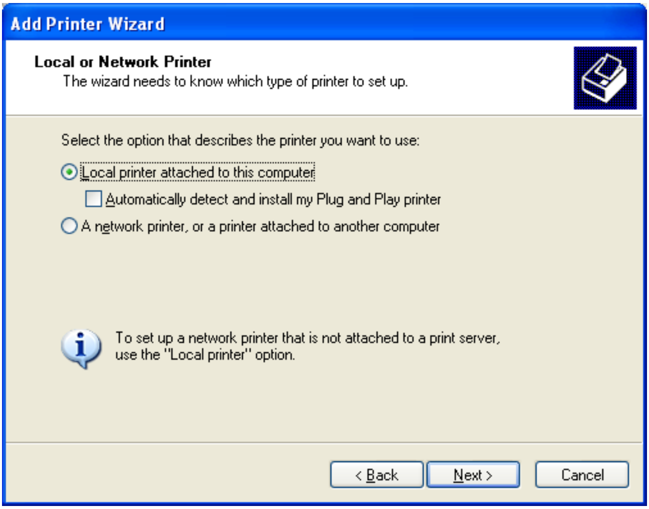
Windows Server 2003

The Add Printer Wizard starts up.

4 Click the [Next] button.

5 Select “Local printer attached to this computer”, and then click the [Next] button.

- Clear the “Automatically detect and install my Plug and Play printer” check box.



Add Printer Wizard

Local or Network Printer

The wizard needs to know which type of printer to set up.

Select the option that describes the printer you want to use:

● Local printer attached to this computer

☐ Automatically detect and install my Plug and Play printer

○ A network printer, or a printer attached to another computer

To set up a network printer that is not attached to a print server, use the "Local printer" option.

< Back
Next >
Cancel

6 The Select Printer Port dialog box appears. Select “LPT1” here, and then click the [Next] button.

7 Click the [Have Disk] button.

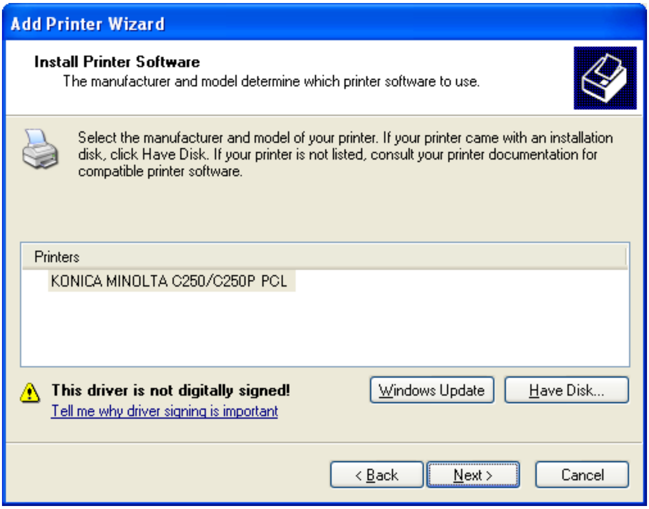
8 Click the [Browse] button.

9 Specify the folder on the CD-ROM that contains the printer driver for the operating system that you are using, and then click the [OK] button.

- Konica Minolta PCL driver: Folder at Driver\bizhubC250_C250P on the User Software CD-ROM
- Konica Minolta PostScript driver: Folder at Driver\bizhubC250 on the PostScript Printer Driver CD-ROM

10 Click the [OK] button.

The “Printers” list appears.



Add Printer Wizard

Install Printer Software

The manufacturer and model determine which printer software to use.

Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.

Printers

KONICA MINOLTA C250/C250P PCL

This driver is not digitally signed!

Tell me why driver signing is important

11 Click the [Next] button.

12 Follow the on-screen instructions.

- When the Digital Signature message appears, click the [Continue] button.
- When using a network connection, perform a test print after the network settings have been specified.

13 When installation is complete, make sure that the icon of the installed printer appears in the Printers and Faxes window.

14 Remove the CD-ROM from the CD-ROM drive.

This completes the printer driver installation.

For Windows 98SE/Me/2000/NT 4.0

1 Insert the Windows printer driver CD-ROM into the computer's CD-ROM drive.

- Konica Minolta PCL driver: User Software CD-ROM
- Konica Minolta PostScript driver: PostScript Printer Driver CD-ROM

2 Click the [Start] button, point to "Settings", and then click "Printers".

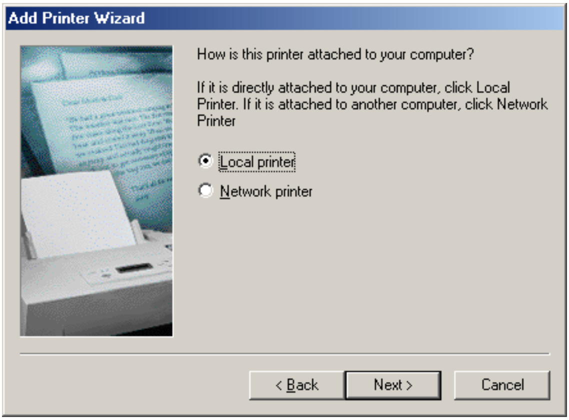
The Printers window appears.

3 Double-click the "Add Printer" icon.

The Add Printer Wizard starts up.

4 Follow the on-screen instructions.

5 On the screen for selecting the printer connection, select "Local Printer".



Add Printer Wizard

How is this printer attached to your computer?

If it is directly attached to your computer, click Local Printer. If it is attached to another computer, click Network Printer

● Local printer

○ Network printer

6 Click the [Next] button.

7 Click the [Have Disk] button.

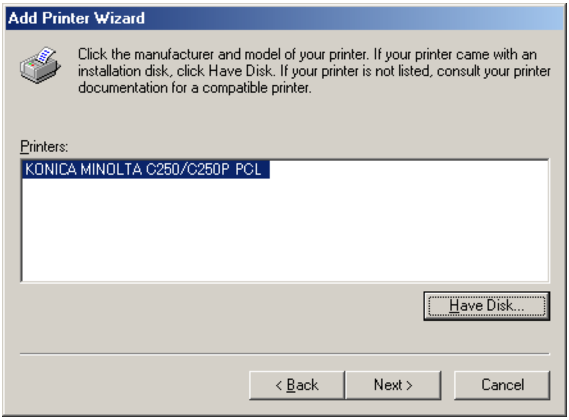
8 Click the [Browse] button.

9 Specify the directory on the CD-ROM that contains the printer driver for the operating system that you are using, and then click the [OK] button.

- For Windows 98SE/Me
  Konica Minolta PCL driver: Folder at Driver\bizhubC250_C250P on the User Software CD-ROM
  PostScript PPD driver: Folder at Driver\PS-PPD on the PostScript Printer Driver CD-ROM
- For Windows 2000
  Konica Minolta PCL driver: Folder at Driver\bizhubC250_C250P on the User Software CD-ROM
  Konica Minolta PostScript driver: Folder at Driver\bizhubC250 on the PostScript Printer Driver CD-ROM
- For Windows NT 4.0
  Konica Minolta PCL driver: Folder at Driver\bizhubC250_C250P on the User Software CD-ROM
  Konica Minolta PostScript driver: Folder at Driver\bizhubC250 on the PostScript Printer Driver CD-ROM

10 Click the [OK] button.

The “Printers” list appears.



Click the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.

Printers:
KONICA MINOLTA C250/C250P PCL

11 Click the [Next] button.

12 Specify the connection port. Select “LPT1” here.

13 Follow the on-screen instructions.

- When using a network connection, perform a test print after the network settings have been specified.

14 When installation is complete, make sure that the icon of the installed printer appears in the Printers window.

15 Remove the CD-ROM from the CD-ROM drive.

This completes the printer driver installation.

Installing the printer driver using Plug and Play

For Windows 98SE

1. After using a parallel cable or a USB cable to connect this machine to a computer, turn on the computer.
   - Do not disconnect or connect the cable while the computer is starting up.

2. Insert the Windows printer driver CD-ROM into the computer's CD-ROM drive.
   - Konica Minolta PCL driver: User Software CD-ROM
   - Konica Minolta PostScript driver: PostScript Printer Driver CD-ROM

3. Turn this machine on.

   The Add New Hardware Wizard starts up.

4. Click the [Next] button.

5. Select "Search for the best driver for your device (Recommended)", and then click the [Next] button.

6. Select "Specify a location", and then click the [Browse] button.

7. Specify the folder on the CD-ROM that contains the printer driver for the operating system that you are using, and then click the [OK] button.
   - Konica Minolta PCL driver: Folder at Driver\bizhubC250_C250P on the User Software CD-ROM
   - PostScript PPD driver: Folder at Driver\PS-PPD on the PostScript Printer Driver CD-ROM

8. Click the [Next] button, and then follow the on-screen instructions.
   - With a parallel connection, continue with step 10.

9. The Add New Hardware Wizard dialog box appears again. Repeat steps 4 through 8.

10. When installation is complete, make sure that the icon of the installed printer appears in the Printers window.

11. Remove the CD-ROM from the CD-ROM drive.

    This completes the printer driver installation.

For Windows Me/2000

1 After using a parallel cable or a USB cable to connect this machine to a computer, turn on the computer.

- Do not disconnect or connect the cable while the computer is starting up.

2 Insert the Windows printer driver CD-ROM into the computer's CD-ROM drive.

- Konica Minolta PCL driver: User Software CD-ROM
- Konica Minolta PostScript driver: PostScript Printer Driver CD-ROM

3 Turn this machine on.

- For Windows Me
  The Add New Hardware Wizard starts up.
- For Windows 2000
  The Found New Hardware Wizard starts up.

4 Select "Search for a suitable driver for my device (recommended)" (for Windows Me, select "Automatic search for a better driver (Recommended)"), and then click the [Next] button.

5 For Windows 2000, select "Specify a location", and then click the [Next] button.
For Windows Me, select "Specify a Location", and then click the [Browse] button.

6 Specify the folder on the CD-ROM that contains the printer driver for the operating system that you are using, and then click the [OK] button.

- For Windows Me
  Konica Minolta PCL driver: Folder at Driver\bizhubC250_C250P on the User Software CD-ROM
  Postscript PPD: Folder at Driver\PS-PPD on the PostScript Printer Driver CD-ROM
- For Windows 2000
  Konica Minolta PCL driver: Folder at Driver\bizhubC250_C250P on the User Software CD-ROM
  Konica Minolta PostScript driver: Folder at Driver\bizhubC250 on the PostScript Printer Driver CD-ROM

7 Click the [OK] button (for Windows Me, click the [Next] button), and then follow the on-screen instructions.

8 Click the [Finish] button.

9 When installation is complete, make sure that the icon of the installed printer appears in the Printers window.

10 Remove the CD-ROM from the CD-ROM drive.

This completes the printer driver installation.

For Windows XP/Server 2003

1 After using a parallel cable or a USB cable to connect this machine to a computer, turn on the computer.

- Do not disconnect or connect the cable while the computer is starting up.

2 Insert the Windows printer driver CD-ROM into the computer's CD-ROM drive.

- Konica Minolta PCL driver: User Software CD-ROM
- Konica Minolta PostScript driver: PostScript Printer Driver CD-ROM

3 Turn this machine on.

- The Add New Hardware Wizard starts up.
  If the Add New Hardware Wizard does not appear, turn this machine off, then on again.
- When turning the machine off, wait for 10 seconds or longer before turning it on again; otherwise the machine may not function normally.

4 Select "Install from a list or specific location (Advanced)", and then click the [Next] button.

5 Under "Search for the best driver in these locations", select "Include this location in the search", and then click the [Browse] button.

6 Depending on the operating system and printer driver that you are using, specify the folder on the CD-ROM that contains the printer driver, and then click the [OK] button.

- Konica Minolta PCL driver: Folder at Driver\bizhubC250_C250P on the User Software CD-ROM
- Konica Minolta PostScript driver: Folder at Driver\bizhubC250 on the PostScript Printer Driver CD-ROM

7 Click the [Next] button, and then follow the on-screen instructions.

- When the Digital Signature dialog box appears, click the [Continue] button.

8 Click the [Finish] button.

9 When installation is complete, make sure that the icon of the installed printer appears in the Printers and Faxes window.

10 Remove the CD-ROM from the CD-ROM drive.

This completes the printer driver installation.

Uninstalling the printer driver

If it becomes necessary to delete the printer driver, for example, when you want to reinstall the printer driver, follow the procedure below to delete the driver.

1. For Windows 98SE/Me/2000/NT 4.0, click the [Start] button, point to “Settings”, and then click “Printers”.
   For Windows XP/Server 2003, click the [Start] button, and then click “Printers and Faxes”.
   - If “Printers and Faxes” is not displayed in the Start menu, click “Control Panel” in the Start menu, double-click “Printers and Other Hardware”, and then double-click “Printers and Faxes”.
2. In the Printers window (for Windows XP/Server 2003, Printers and Faxes window), select the icon of the printer that you want to delete.
3. Press the [Delete] key on the computer keyboard to delete the printer driver.
4. Follow the on-screen instructions.
   - When the printer driver has been deleted, the printer icon will disappear from the Printers window (for Windows XP/Server 2003, Printers and Faxes window).
   - For Windows 98SE/Me/NT 4.0, this completes the uninstallation procedure.
   - For Windows 2000/XP/Sever 2003, delete the driver from the server properties.
5. Click the “File” menu, and then click “Server Properties”.
6. Click the Driver tab.
7. Select the printer driver to be deleted from the “Installed Printer Drivers” list, and then click the [Delete] button.
8. On the Deletion Confirmation dialog box, click the [Yes] button.
9. Close the Print Server Properties dialog box and Printers window (for Windows XP/Server 2003, “Printers and Faxes” window).
10. Restart the computer.

✎...

Note

Be sure to restart the computer.

Even if the printer driver is deleted using the method described above, the model information file will remain in the computer. Therefore, the driver may not be able to be overwritten when reinstalling the same version of the printer driver. When installing the same version of the printer driver, be sure to also delete the files described below.

Check the "C:\WINDOWS\system32\spool\drivers\w32x86" folder and delete the folder of the corresponding model if it is available. If the Konica Minolta PCL driver and Konica Minolta PostScript driver are both installed, the model information of both drivers is deleted. If one driver is remaining, do not delete it.

Delete the "oem.inf" and "oem*.PNF" files in the "C:\WINDOWS\inf" folder. (The asterisk (*) in the file name displays a number, and the number varies according to the environment of the computer.) Before deleting the files, open the INF file, check that the model name is described in the last several lines, and then check that the file of the corresponding model is available.*

The PNF file is the same number as the INF file.

When used with Macintosh

The installation procedure for the Macintosh printer driver differs depending on the Mac OS version and printer driver being used. Refer to the table below for the appropriate procedure for installing the printer driver on your Macintosh computer.

Mac OS	Printer Driver	Refer to
Mac OS X 10.2, Mac OS X 10.3 and Mac OS X 10.4	PostScript PPD	"Installing the printer driver" on page 2-22
Mac OS 9.2 or later	PostScript PPD	"For Mac OS 9.2" on page 2-27

Installing the printer driver

For Mac OS X

1 Turn the Macintosh computer on.

- Quit all running applications that may have started when the Macintosh computer was turned on.

2 Insert the Macintosh printer driver CD-ROM into the Macintosh computer's CD-ROM drive.

3 Open the OS10_2_x or OS_3_x folder in English\Driver on the CD-ROM.

4 Select the folder for the Mac OS version being used, and then copy the driver file onto the desktop.

- Mac OS X 10.2: KONICAMINOLTA_C250_102.pkg
- Mac OS X 10.3: KONICAMINOLTA_C250_103.pkg
- Mac OS X 10.4: KONICAMINOLTA_C250_103.pkg

5 Double-click the file copied onto the desktop.

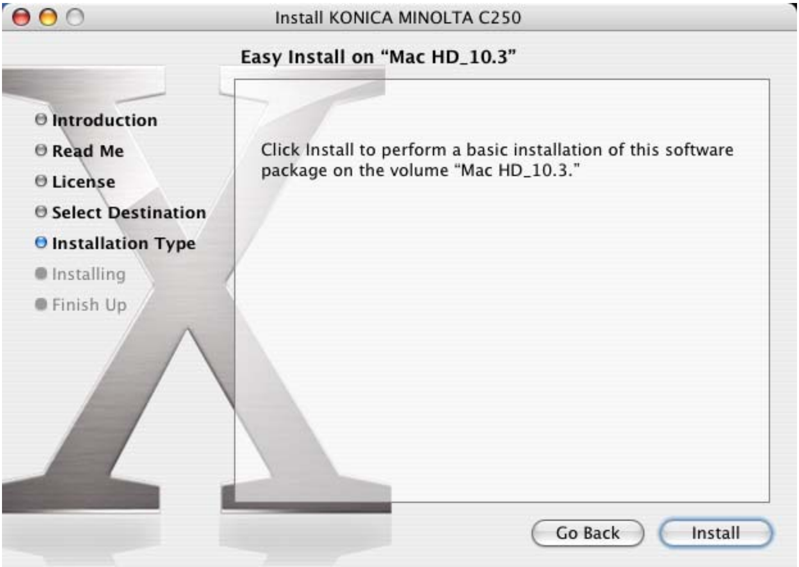
- Enter the requested administrator's name and password.
- For the administrator's name and password, contact your network administrator.
- To quit the installation, click the [Cancel] button.

6 Click the [Continue] button and follow the on-screen instructions until the Installation dialog box appears.

7 On the Installation dialog box, click the [Continue] button.

- From the second time the printer driver is installed, the [Install] button may appear as the [Upgrade] button.

The printer driver is installed onto the Macintosh computer. When installation is complete, a message appears.


Install KONICA MINOLTA C250
Easy Install on "Mac HD_10.3"
Introduction
Read Me
License
Select Destination
Installation Type
Installing
Finish Up
Go Back
Install

Click Install to perform a basic installation of this software package on the volume "Mac HD_10.3."

8 Click the [Close] button.

This completes the printer driver installation.
Next, select the printer.

Selecting a printer

...

Note

If connecting using AppleTalk, the AppleTalk settings on this machine must be specified. For specifying the AppleTalk settings, refer to "Printing with Macintosh" on page 2-64.

If connecting using Bonjour with Mac OS X 10.4, the Bonjour settings must be specified on this machine. For specifying the Bonjour settings, refer to "Printing with Macintosh" on page 2-64.

If connecting using Rendezvous with Mac OS X 10.3, the Bonjour settings must be specified on this machine. For specifying the Bonjour settings, refer to "Printing with Macintosh" on page 2-64.

For Mac OS X

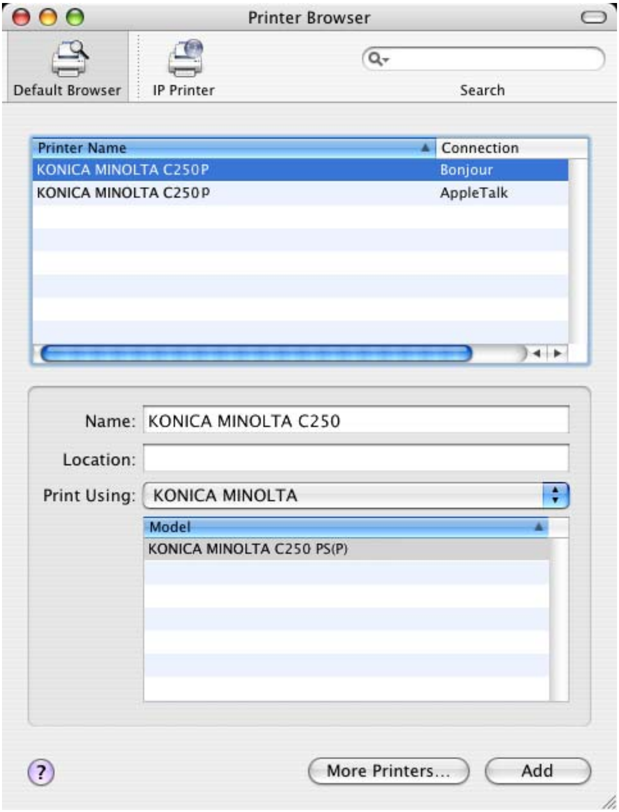
After connecting this machine to a Macintosh computer, it can be used as a printer by selecting it in Print Center or the Printer Setup Utility as the printer to be used.

1 Open Print Center or Printer Setup Utility, located in "Applications"—"Utilities" of "Hard Disk".

2 When the Add Printer dialog box appears, click the [Add] button. When the printer list appears, click the [Add] button.
   - For Mac OS X 10.4, proceed to step 3.
   - For Mac OS X 10.2 and Mac OS X 10.3, proceed to step 4.
   - If usable printers have already been set up, the Add Printer dialog box does not appear.

3 If this machine appears as a printer of a Bonjour connection, select "KONICA MINOLTA" from the "Print Using" drop-down list, select "KONICA MINOLTA C250 PS(P)" in the model list, and then click the [Add] button.
   - If the selected printer is registered in the printer list, this completes the setting procedure.

- When connecting with AppleTalk and this machine does not appear as a printer, click the [More Printers] button, and then proceed to step 4.



Printer Name	Connection
KONICA MINOLTA C250P	Bonjour
KONICA MINOLTA C250P	AppleTalk

Name: KONICA MINOLTA C250
Location:
Print Using: KONICA MINOLTA

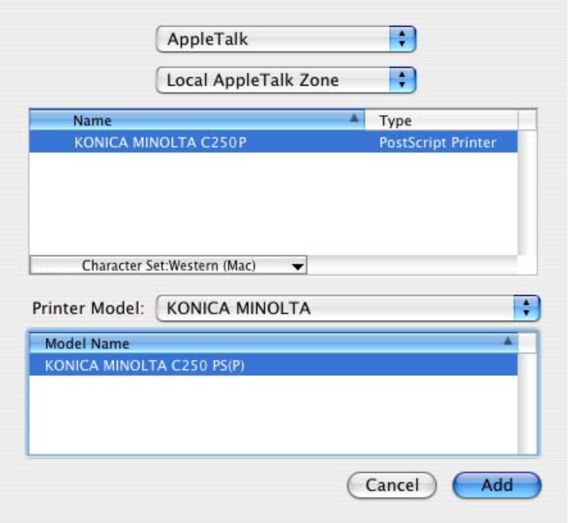
Model
KONICA MINOLTA C250 PS(P)

4 Select the applicable connection method and printer name.

- To specify an AppleTalk zone for an AppleTalk connection, select “Local AppleTalk Zone”.
- When “IPP” is selected as the protocol in IP Printer, the text box for entering the queue name appears.
  For Mac OS 10.3, leave the queue name text box empty.
  For Mac OS 10.4, enter “ipp” in the queue name text box.

5 Select “KONICA MINOLTA” from the “Printer Model” drop-down list.

6 Select “KONICA MINOLTA C250 PS(P)”, and then click the [Add] button.


AppleTalk
Local AppleTalk Zone
Name
Type
Character Set:Western (Mac)
Cancel
Add

Name	Type
KONICA MINOLTA C250P	PostScript Printer

Printer Model: KONICA MINOLTA

Model Name
KONICA MINOLTA C250 PS(P)

The selected printer is registered in the printer list.

For Mac OS 9.2

After connecting this machine, it can be used as a printer by selecting the PostScript printer from the Chooser and by specifying the printer description (PPD) file.

First, copy the printer description (PPD) file onto the Macintosh computer.

1. Insert the Macintosh printer driver CD-ROM into the Macintosh computer's CD-ROM drive.

2. Open the OS 9_x folder in English\Driver on the CD.

3. Select the KONICAMINOLTAC250UVxxx.ppd file, and then copy it into the Printer Description File folder in Hard Disk\System Folder\Extentions.
   Next, select a printer.
   The printer driver can use a standard Macintosh LaserWriter.

4. On the Apple menu, click "Chooser".

5. Make sure that "AppleTalk" is set to "Active", and then click the "LaserWriter" icon.

6. From the "Select a PostScript Printer" list, click the applicable printer for the printing system, and then click the [Create] button.

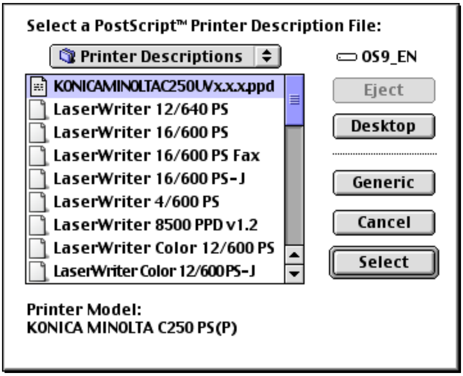
   The PostScript printer description (PPD) file selection screen appears.

   ? What should be done if a different PPD file has already been selected?

   ➔ Click the [Setup] button, and then click the [Select PPD] button from the screen that is already displayed.

7 Select the applicable PPD file, and then click the [Select] button or the [Open] button.

The setting screen for adding Options appears.

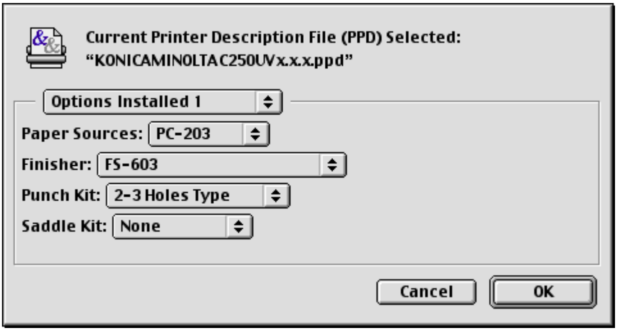


Select a PostScript™ Printer Description File:

Printer Model:
KONICA MINOLTA C250 PS(P)

Printer Descriptions
OS9_EN
KONICAMINOLTAC250UVx.x.x.ppd
LaserWriter 12/640 PS
LaserWriter 16/600 PS
LaserWriter 16/600 PS Fax
LaserWriter 16/600 PS-J
LaserWriter 4/600 PS
LaserWriter 8500 PPD v1.2
LaserWriter Color 12/600 PS
LaserWriter Color 12/600PS-J
Eject
Desktop
Generic
Cancel
Select

8 In the Options Installed 1 and Options Installed 2 panes, select the options that are installed on this machine.



Current Printer Description File (PPD) Selected:
"KONICAMINOLTAC250UVx.x.x.ppd"

Options Installed 1

Paper Sources: PC-203

Finisher: FS-603

Punch Kit: 2-3 Holes Type

Saddle Kit: None

9 Click the [OK] button.

The Chooser window appears again.

10 Close the Chooser window.

Uninstalling the printer driver

If it becomes necessary to delete the printer driver, for example, when you want to reinstall the printer driver, follow the procedure below to delete the driver.

...

Note
Quit all running applications that may have started when the Macintosh computer was turned on.

For Mac OS X

1 Open Print Center or Printer Setup Utility, located in Hard Disk\Applications\Utilities.

2 Select the name of the printer to be deleted, and then click the [Delete] button.

The selected printer is deleted.

3 Close the printer list.

4 Drag the following file, which is located at Hard Disk\Library\Printers\PPDs\Contents\Resources\en.lproj, to the “Trash” icon.

- KONICA MINOLTA C250.gz

5 Delete the unnecessary files from Library\Printers.

6 For Mac OS 10.3 and Mac OS 10.4, drag the “***c250” data, which is located in Library\Printers\ KONICAMINOLTA\filter, and the following files, which are located in Library\Printers\KONICAMINOLTA\PDEs, to the “Trash” icon.

- KONICAMINOLTAC250 Finishing.plugin
- KONICAMINOLTAC250 ImageLayout.plugin
- KONICAMINOLTAC250 Security.plugin
- KONICAMINOLTAC250 Setup.plugin

7 For Mac OS 10.2, drag the following files, which are located in Library\Printer\PPD Plugins, to the “Trash” icon.

- KONICAMINOLTAC250 Finishing.plugin
- KONICAMINOLTAC250 ImageLayout.plugin
- KONICAMINOLTAC250 Security.plugin
- KONICAMINOLTAC250 Setup.plugin

Enter “/usr” in Go\Go to folder to open to the “/usr” folder, and then drag the “***c250” folder, which is located in libexec\cups\filter, to the “Trash” icon.

8 Restart the Macintosh computer.

This completes the uninstallation procedure.

For Mac OS 9.2

1 Drag the KONICAMINOLTAC250UVxxx.ppd file, which is located in Hard Disk\System Folder\Extensions\Printer Descriptions, to the “Trash” icon.

The related printer driver files are deleted.

2 Restart the Macintosh computer.

This completes the uninstallation procedure.

2.3 Printing operations

For Windows

Printing is possible when the printer driver is installed and the network settings have been specified. Print jobs are specified from the application software.

Printing operation

1 Open the data in the application, click “File”, and then click “Print”.

2 Check that the printer name has been selected in “Printer Name” or “Select Printer” drop-down list.

- If the desired printer is not selected, click the currently selected printer name, and then select the desired printer.
- The Print dialog box differs depending on the application.

3 Specify the page range and the number of copies to print.

4 Click the [Preferences] button or the [Properties] button to change the printer driver settings as necessary.

- By clicking the “Preferences” button or the “Properties” button on the Print dialog box, you can specify settings for each model from the printer driver dialog box that appears. For details, refer to “Setting up the PCL driver” on page 3-5, “Setting up the PostScript driver (Windows)” on page 3-41, or “Setting up the PPD driver (Windows)” on page 3-68.
- If the changed settings are not saved in the Print dialog box, the original settings are restored when the application is exited.

5 Click the [Print] button.

The Data indicator of this machine flashes.

Test printing

Printing is possible when the printer driver is installed and the network settings have been specified. To check that a connection has been made properly, you can print the standard Windows test page. Print a test page from the printer driver Properties dialog box.

1 For Windows 98SE/Me/2000/NT 4.0, click the [Start] button, point to “Settings”, and then click “Printers”.
For Windows XP/Server 2003, click the [Start] button, and then click “Printers and Faxes”.

- If “Printers and Faxes” does not appear in the Start menu, open the Control Panel from the Start menu, select “Printers and Other Hardware”, and then select “Printers and Faxes”.

2 Right-click the icon of the installed printer, and then click “Properties”.

3 Click the General tab, and then click the [Print Test Page] button or the [Print Test] button.

The test page is printed and the confirmation dialog box appears.

4 Check the printout, and then click the [OK] button or the [Yes] button.

✎...

Note

If the test page is not printed properly, check that the printer driver has been installed properly and that the network settings have been specified correctly.

For Macintosh

Printing is possible when the printer driver is installed and the network settings have been specified. Print jobs are specified from the application software.

Printing operation

1 Open the data in the application, click “File”, and then click “Print”.

The Print dialog box differs depending on the application.

2 Check that the printer name has been selected in the “Printer” drop-down list.

3 Specify the print range and the number of copies to print, and then click the [Print] button.

The Data indicator of this machine flashes.

2.4 Setting up network printing

Overview of network functions

Network functions

By connecting this machine to a network through the Ethernet port, this printing system can be used as a network printer.

This printing system supports 10Base-T and 100Base-TX standards. In addition, the Ethernet interface supports the TCP/IP (LDP/LPR, IPP, SMB), NetBEUI (SMB), IPX/SPX (NetWare), and AppleTalk (EtherTalk) protocols.

...

Note

When setting up the network, the administrator password is required to enter Administrator mode.

Ask the administrator of this machine for the administrator password.

Features of the network functions

This printing system is equipped with the following network functions to flexibly support various network environments.

- Automatic selection of 10Base-T or 100Base-TX (Fast Ethernet)
- Obtains the IP address automatically from DHCP or BOOTP
- Printing with SMB printing (Windows 98SE/Me/2000/XP/Server 2003)
  You can print in Windows 98SE, Windows Me, Windows 2000, Windows XP, or Windows Server 2003 using SMB.
- Printing with LPR printing (Windows NT 4.0/2000/XP/Server 2003)
  You can print with LPD/LPR using Windows NT 4.0, Windows 2000, Windows XP, or Windows Server 2003. Windows 98SE and Windows Me cannot be used.
  LPR (Line Printer Request): This print request system can be used under Windows NT 4.0, Windows 2000, Windows XP, or Windows Server 2003.
  Enter the queue name as [Print].
- Printing with Port 9100 (Windows 98SE/Me/2000/XP/Server 2003)
  You can print (Raw print) using Port 9100 under Windows 98SE, Windows Me, Windows 2000, Windows XP, or Windows Server 2003.
  When using a Port 9100 connection under Windows 98SE or Windows Me, it may be necessary to install the Peer to Peer Printing Tool.
  To obtain the Peer to Peer Printing Tool, consult the dealer where you purchased this machine.
- Supports Novell NetWare Pserver and Rprinter (Nprinter)
- Supports the Novell NetWare print server functions and supports both bindery mode and Novell Directory Service (NDS)

With NetWare

The Novell NetWare 4.x—6 print server functions are supported.

You can connect this printing system to a network using Novell NetWare 4.x—6 as the network operating system and send print jobs from the client to the print server (network controller). The three modes supported are as follows:

- Nprinter
- Pserver
- NDPS

...

Note
For details on the NetWare functions, refer to the NetWare operation manual.

With Macintosh

You can print from your Macintosh computer using LPR, AppleTalk or Bonjour/Rendezvous.

You can connect this printing system to a print server in an AppleTalk or Bonjour/Rendezvous environment and send print jobs from the Macintosh computer to this machine.

Network connection methods that can be selected in each Windows operating system

This chapter describes the settings that must be specified for network printing.

Setting procedures differ depending on the method of networking printing used (SMB, LPR, or IPP printing). Select the best method of network printing for your Windows environment.

Network printing from a Windows operating system

	Protocol Used	**Windows 98SE**	**Windows Me**	**Windows 2000**	**Windows XP**	**Windows NT 4.0**	**Windows Server 2003**
SMB Printing	TCP/IP, NetBEUI	○	○	○	○		○
LPR Printing	TCP/IP			○	○	○	○
IPP Printing	TCP/IP			○	○		○
Port 9100 Printing	TCP/IP	▲*	▲*	○	○		○

* When using Port 9100 printing under Windows 98SE or Windows Me, it may be necessary to install the Peer to Peer Printing Tool. For details, refer to the table below.

Conditions when the Peer to Peer Printing Tool must be installed while using Port 9100

	Operating System			
	Windows 98SE/Me		**Windows 2000/XP/2003**	
Driver type	**Using installer**	**Not using installer**	**Using installer**	**Not using installer**
Konica Minolta PCL	Not required[*1]	Required	Not required[*4]	
Konica Minolta PostScript	- [*2]			
PostScript PPD	- [*3]	Required	- [*2]	

[1] If the printer driver is installed using the installer while this machine is connected to the network, the required Peer to Peer Printing Tool is also installed automatically, and Port 9100 is created.

[2] The printer driver is not compatible with the operating system.

[3] Installing the printer driver using the installer is not applicable.

[4] Not required since standard operating system functions are used.

To obtain the Peer to Peer Printing Tool, consult the dealer where you purchased this machine.

To specify the driver settings when installing the Peer to Peer Printing Tool, refer to “Port 9100 printing (Windows 98SE/Me/2000/XP/Server 2003)” on page 2-46.

When using SMB printing, you can perform network printing without installing software such as the Peer to Peer Printing Tool. For details, refer to “SMB printing” on page 2-41.

✎ ...

Reminder

Before setting up network printing, install the printer driver. For details on installing the printer driver, refer to “Installing the printer driver” on page 2-5.

To perform network printing, change the printer port for the installed printer driver to one for a network connection, and then change the settings on this machine as necessary. For an IPP connection, it is necessary to install the printer driver first.

Network printing in a NetWare environment

NetWare Version	Protocol Used	Emulation	Service Mode
NetWare 4.x	IPX	NDS/Bindery	Pserver/Nprinter
NetWare 5.x/6	IPX	NDS	Pserver
	TCP/IP	NDPS(lpr)	

Specifying the TCP/IP settings

First, assign the IP address from the machine’s control panel.

1 Press the [Menu/Select] key on this machine’s control panel, touch [↑] or [↓] to display the Admin. Setting screen, and then touch [→].

2 Enter the administrator password, and then press the [Menu/Select] key.

   - To enter the password, touch [↑] or [↓] to select the desired value, and then touch [←] [→] to enter the next digit.

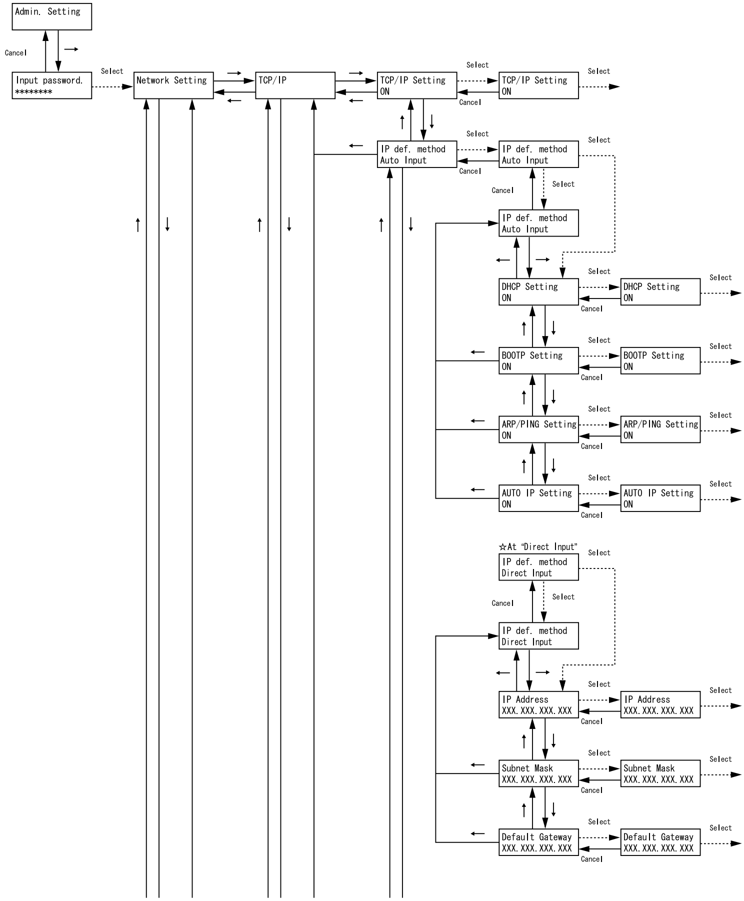
3 Touch [↑] or [↓] to display the Network Setting screen, and then touch [→].

4 Touch [↑] or [↓] to display the TCP/IP screen, and then touch [→].

5 Specify settings for “TCP/IP Setting” and “IP def. method”.

   - Touch [↑] or [↓] to display the setting, and then touch [→] to switch to the setting display. To change the setting, press the [↑] or [↓] key. To enter a numeric value, press the [↑] or [↓] key to change the number of one digit at a time, and press the [←] or [→] key to move to a different digit. After entering all digits, press the [Menu/Select] key.
   - TCP/IP Setting: Select whether or not TCP/IP is used.

- IP def. method: Select whether the “Auto Input” or “Direct Input” method is used to specify the IP address. If “Direct Input” is selected, specify settings for “IP Address”, “Subnet Mask”, and “Default Gateway”.


Admin. Setting
Cancel
Input password.
****
Select
Network Setting
TCP/IP
TCP/IP Setting
ON
Select
Cancel
TCP/IP Setting
ON
Select
IP def. method
Auto Input
Select
Cancel
IP def. method
Auto Input
Select
Cancel
Select
IP def. method
Auto Input
DHCP Setting
ON
Select
Cancel
DHCP Setting
ON
Select
BOOTP Setting
ON
Select
Cancel
BOOTP Setting
ON
Select
ARP/PING Setting
ON
Select
Cancel
ARP/PING Setting
ON
Select
AUTO IP Setting
ON
Select
Cancel
AUTO IP Setting
ON
Select
☆At “Direct Input”
IP def. method
Direct Input
Select
Cancel
Select
IP def. method
Direct Input
IP Address
XXX.XXX.XXX.XXX
Select
Cancel
IP Address
XXX.XXX.XXX.XXX
Select
Subnet Mask
XXX.XXX.XXX.XXX
Select
Cancel
Subnet Mask
XXX.XXX.XXX.XXX
Select
Default Gateway
XXX.XXX.XXX.XXX
Select
Cancel
Default Gateway
XXX.XXX.XXX.XXX
Select

6 To apply the settings, restart this machine (turn it off, then on again).

- When turning the machine off, then on again, wait at least 10 seconds to turn the machine on after turning it off. The machine may not operate correctly if it is turned on immediately after being turned off.

Turn this machine back on to apply the IP address.

...

Note

The network settings should be specified according to instructions from the network administrator.

A password is required in order to enter Administrator mode. Contact the administrator for the administrator password.

Detail

Although the IP address is entered without using the DHCP server in the procedure described here, it is also possible that the IP address automatically be assigned by the DHCP server. When “IP def. method” is set to “Auto Input” and “DHCP Setting” is set to “Enable”, the IP address, subnet mask and default gateway are automatically assigned by the DHCP server on the network, so it is not necessary to assign them manually. However, consider the following when setting “DHCP Setting” to “Enable”.

Consult with the network administrator to check that a DHCP server exists. If a DHCP server does not exist, be sure to specify settings for “IP Address”, “Subnet Mask” and “Default Gateway”.

If the IP address and other settings have been assigned by the DHCP server, they may automatically be changed. If the IP address and other settings are changed and a printer on the network has been specified by its IP address for printing, printing may not be possible since this machine cannot communicate with the network.

If “DHCP Setting” has been set to “Enable”, it is recommended that a fixed IP address be assigned to this machine in the DCHP server settings.

Accessing PageScope Web Connection

Setting the IP address for this machine enables you to access PageScope Web Connection.

Use your Web browser to directly access PageScope Web Connection.

1 Start up the Web browser.

2 In the “Address” bar, enter the IP address for this machine as shown below, and then press the [Enter] key.

http://<IP_address_for_this_machine>/
Example: If the IP address for this machine is 192.168.1.20
http://192.168.1.20/
The initial page of PageScope Web Connection appears.

Detail
For further details on PageScope Web Connection, refer to “Using PageScope Web Connection” on page 9-2.

SMB printing

You can use SMB printing (Windows printing) to print directly over the Microsoft network from computers running Windows 98SE or Windows Me.

Operations on this machine

Set the IP address for this machine. For the setting procedure, refer to “Specifying the TCP/IP settings” on page 2-37.

In PageScope Web Connection, specify the settings described below for Windows printing.

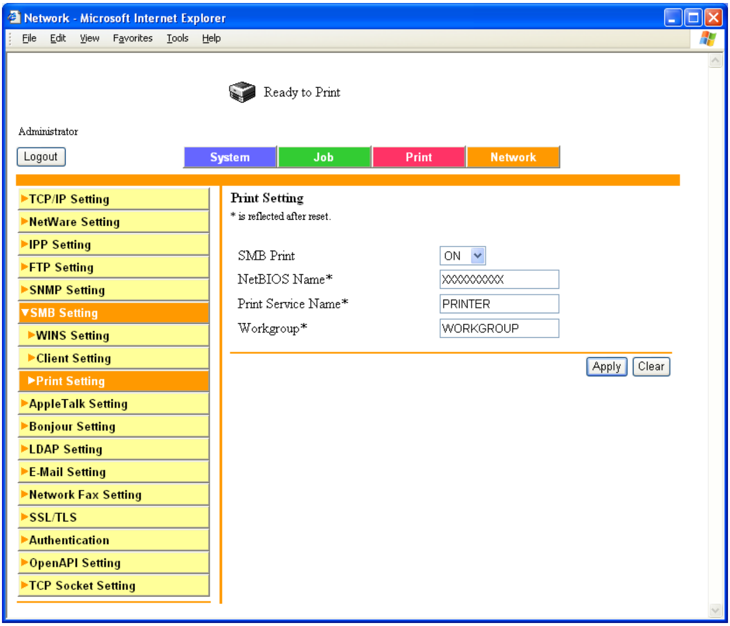
1 Start up PageScope Web Connection.

  - To logout if the login page does not appear, click the [Logout] button.

2 In the login page, select [Administrator], and then click the [Login] button.

3 Enter the administrator password, and login to Administrator mode.

4 On the Network tab, click “SMB Setting”, and then click “Print Setting” in the sub-menu that appeared.


Network - Microsoft Internet Explorer
File
Edit
View
Favorites
Tools
Help
Ready to Print
Administrator
Logout
System
Job
Print
Network
TCP/IP Setting
NetWare Setting
IPP Setting
FTP Setting
SNMP Setting
SMB Setting
WINS Setting
Client Setting
Print Setting
AppleTalk Setting
Bonjour Setting
LDAP Setting
E-Mail Setting
Network Fax Setting
SSL/TLS
Authentication
OpenAPI Setting
TCP Socket Setting
Apply
Clear

Print Setting

* is reflected after reset.

SMB Print: ON

NetBIOS Name*: XXXXXXXXXX

Print Service Name*: PRINTER

Workgroup*: WORKGROUP

5 Specify settings for the following:

- SMB Print: Set whether to use the SMB printing service. Select “ON” here.
- NetBIOS Name: Specify the NetBIOS name (up to 15 characters, including the following: -).
- Print Service Name: Specify the printing service name (up to 12 characters, excluding the following: / \).
- Work Group: Specify the work group name (up to 15 characters, excluding the following: " \ ; : , * < > | + = ?).

6 To apply the settings, restart this machine (turn it off, then on again).

...

Reminder

When turning the power switch OFF then ON, wait for 10 seconds or longer before turning it ON again; otherwise the machine may not function normally.

Printer driver settings (For Windows 98SE/Me)

1 Click the [Start] button, point to “Settings”, and then click “Printers”.

2 Right-click the icon of the installed printer, and then click “Properties”.

3 On the Details tab, click the [Add Port] button.

4 Select “Network”, and then click the [Browse] button. In the network configuration window that appears, select the appropriate printer icon.

Printer driver settings (For Windows 2000/XP/Server 2003)

1 For Windows 2000, click the [Start] button, point to “Settings”, and then click “Printers”.
For Windows XP/Server 2003, click the [Start] button, and then click “Printers and Faxes”.

- If “Printers and Faxes” does not appear in the Start menu, open the Control Panel from the Start menu, select “Printers and Other Hardware”, and then select “Printers and Faxes”.

2 Right-click the icon of the installed printer, and then click “Properties”.

3 Click the [Add Port] button on the Ports tab, double-click “Local Port” or select “Local Port” and click the [New Port] button, and then enter “\\<NetBIOS_name>\<printing_service_name>”.

- Enter the same NetBIOS name and printing service name that you entered in PageScope Web Connection. For the setting procedure, refer to “Operations on this machine” on page 2-41.

4 Click the [Close] button to apply the setting.

LPR printing

The LPR print service is supported as a standard in Windows 2000, Windows XP, Windows NT 4.0, and Windows Server 2003. TCP/IP is used as the network protocol.

Operations on this machine

➔ Set the IP address for this machine.
  - For the setting procedure, refer to “Specifying the TCP/IP settings” on page 2-37.

Printer driver settings (For Windows 2000/XP/Server 2003)

1. For Windows 2000, click the [Start] button, point to “Settings”, and then click “Printers”.
   For Windows XP/Server 2003, click the [Start] button, and then click “Printers and Faxes”.
   - If “Printers and Faxes” is not displayed in the Start menu, click “Control Panel” in the Start menu, double-click “Printers and Other Hardware”, and then double-click “Printers and Faxes”.
2. Right-click the icon of the installed printer, and then click “Properties”.
3. On the Ports tab, click the [Add Port] button.
4. In the “Available Printer Ports” list, select “Standard TCP/IP Port”, and then click the [New Port] button.
5. When the Add Standard TCP/IP Printer Port Wizard starts up, click the [Next] button.
6. In the “Name of printer or IP address” box, enter the IP address for this machine, and then click the [Next] button.
7. Select “Custom”, and then click the [Settings] button.
8. Select “LPR”, enter “Print” in the “Queue Name” box, and then click the [OK] button.
   - The capital letters and lowercase letters must be entered correctly.
9. Click the [Next] button, and then click the [Finish] button to apply the setting.

Printer driver settings (For Windows NT 4.0)

1. Click the [Start] button, point to “Settings”, and then click “Printers”.

2. Right-click the icon of the installed printer, and then click “Properties”.

3. On the Ports tab, click the [Add Port] button.

4. In the “Available Printer Ports” list, select “LPR Port”, and then click the [New Port] button.
   - If “LPR Port” is not in the list, click the [Start] button, point to “Control Panel”, and then click “Network”. Then, on the Service tab, click the [Add] button and install the Microsoft TCP/IP Printing service.

5. In the “Name or address of server providing lpd” box on the Add LPR Compatible Printer dialog box, enter the IP address for this machine.

6. In the “Name of printer or print queue on that server” box, enter “Print”.
   - The capital letters and lowercase letters must be entered correctly.

7. Click the [OK] button to apply the setting.

Port 9100 printing (Windows 98SE/Me/2000/XP/Server 2003)

The Port 9100 print service is supported as a standard in Windows 2000, Windows XP, and Windows Server 2003. TCP/IP is used as the network protocol. When using Port 9100 printing under Windows 98SE or Windows Me, it may be necessary to install the Peer to Peer Printing Tool. For details on the conditions when the Peer to Peer Printing Tool must be installed, refer to “Network connection methods that can be selected in each Windows operating system” on page 2-35.

Operations on this machine

Set the IP address for this machine. For the setting procedure, refer to “Specifying the TCP/IP settings” on page 2-37.

Printer driver settings (Windows 2000/XP/server 2003)

When using Port 9100 to print, change the printer driver port to “9100”.

1. For Windows 2000, click the [Start] button, point to “Settings”, and then click “Printers”.
   For Windows XP/Server 2003, click the [Start] button, and then click “Printers and Faxes”.
   - If “Printers and Faxes” is not displayed in the Start menu, click “Control Panel” in the Start menu, double-click “Printers and Other Hardware”, and then double-click “Printers and Faxes”.
2. Right-click the icon of the installed printer, and then click “Properties”.
3. On the Ports tab, click the [Add Port] button.
4. In the “Available Printer Ports” list, select “Standard TCP/IP Port”, and then click the [New Port] button.
5. When the Add Standard TCP/IP Printer Port Wizard starts up, click the [Next] button.
6. In the “Name of printer or IP address” box, enter the IP address for this machine, and then click the [Next] button.
7. Select “Custom”, and then click the [Settings] button.

8 Click [RAW], and then enter the RAW port number (the default setting is “9100”) in the Port Number box.

9 Click the [Next] button, and then click the [Finish] button to apply the setting.

...

Note

If the RAW port is not specified to be used in the TCP/IP setting, printing cannot performed.

Installing the Peer to Peer Printing Tool to connect using Port 9100 (Windows 98SE/Me)

To obtain the Peer to Peer Printing Tool in order to install it for connecting using Port 9100 under Windows 98SE or Windows Me, consult the dealer where you purchased this machine.

To connect to the network using Port 9100, install the Peer to Peer Printing Tool, and then specify the driver settings described below.

Detail
To uninstall the Peer to Peer Printing Tool, delete the printer driver using the Peer to Peer port first, and then delete the Peer to Peer Tool in "Add or Remove Programs" in the "Control Panel".

Note
If multiple printer drivers are connected to the network and use the Peer to Peer Printing Tool, all printer drivers connected to the network with the Peer to Peer Printing Tool can no longer be connected to the network if the Peer to Peer Printing Tool is uninstalled.

Printer driver settings when the Peer to Peer Printing Tool is installed to connect using Port 9100 (Windows 98SE/Me)

After the Peer to Peer Printing Tool is installed to connect using Port 9100 under Windows 98SE or Windows Me, the printer driver port must be changed to the Peer to Peer port.

1. Click the [Start] button, point to “Settings”, and then click “Printers”.
2. Right-click the icon of the installed printer, and then click “Properties”.
3. On the Details tab, click the [Add Port] button.
4. Click “Others”, select “KONICA MINOLTA Peer to Peer Port” from the list, and then click the [OK] button.

   The Peer to Peer setup dialog box appears. The printer connected to the network is automatically detected.
5. Select the printer from the device list, enter the port number, and then click the “Add Port” button.
   - The port is added. Skip to step 8.
   - If the desired printer does not appear in the device list, proceed to step 6.
6. Click the [Manual setup] button.
7. Enter the TCP/IP or IPX setting for the network being connected, and then click the “Add Port” button.
   - The port is added. Skip to step 8.
8. Click the [OK] button when the confirmation message appears.

   The port is added.
9. Click the [OK] button to complete the operation.

IPP printing (Windows 2000/XP/Server 2003)

The IPP (Internet Printing Protocol) print service is supported as a standard in Windows 2000, Windows XP, and Windows Server 2003. TCP/IP is used as the network protocol.

Operations on this machine

Set the IP address for this machine. For the setting procedure, refer to "Specifying the TCP/IP settings" on page 2-37.

Also, specify the IPP printing settings in PageScope Web Connection. (Printing can be performed with the default settings.)

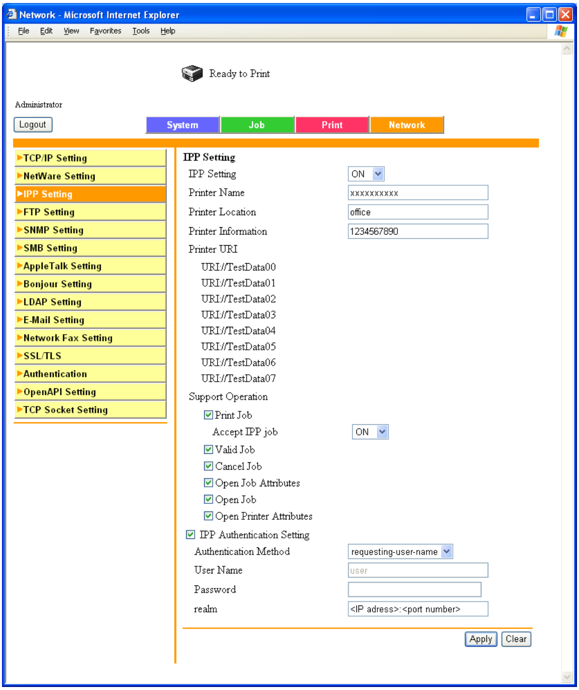
1 Start up PageScope Web Connection.

   – To logout if the login page does not appear, click the [Logout] button.

2 In the login page, select [Administrator], and then click the [Login] button.

3 Enter the administrator password, and login to Administrator mode.

4 On the Network tab, click "IPP Setting".


Network - Microsoft Internet Explorer
File
Edit
View
Favorites
Tools
Help
Ready to Print
Administrator
Logout
System
Job
Print
Network
TCP/IP Setting
NetWare Setting
IPP Setting
FTP Setting
SNMP Setting
SMB Setting
AppleTalk Setting
Bonjour Setting
LDAP Setting
E-Mail Setting
Network Fax Setting
SSL/TLS
Authentication
OpenAPI Setting
TCP Socket Setting
Apply
Clear

IPP Setting

IPP Setting: ON

Printer Name: xxxxxxxxxx

Printer Location: office

Printer Information: 1234567890

Printer URI
  URI://TestData00
  URI://TestData01
  URI://TestData02
  URI://TestData03
  URI://TestData04
  URI://TestData05
  URI://TestData06
  URI://TestData07

Support Operation
  ☑ Print Job
    Accept IPP job: ON
  ☑ Valid Job
  ☑ Cancel Job
  ☑ Open Job Attributes
  ☑ Open Job
  ☑ Open Printer Attributes

☑ IPP Authentication Setting
  Authentication Method: requesting-user-name
  User Name: user
  Password:
  realm: <IP adress>:<port number>

5 Specify settings for the following:

- IPP Setting: Set whether to perform IPP printing. Select “ON” here.
- Printer Name: Specify the printer name (up to 127 alphanumeric characters).
- Printer Location: Specify the printer location (up to 127 alphanumeric characters).
- Printer Information: Specify the printer manufacturer details (up to 127 alphanumeric characters).
- Printer URI: The URI of the printer that can be used for IPP printing is displayed.
- Support Operation: Specify print operations supported by IPP.
- Accept IPP Job: Set whether to use the IPP reception function.
- IPP Authentication Setting: Specify the authentication method, user name, and password for the IPP connection.

Installing the printer driver

For IPP printing, reinstall the printer driver.

1 Insert the Windows printer driver CD-ROM into the computer’s CD-ROM drive.

- Konica Minolta PCL driver: User Software CD-ROM
- Konica Minolta PostScript driver: PostScript Printer Driver CD-ROM

2 For Windows 2000, click the [Start] button, point to “Settings”, and then click “Printers”.
For Windows XP/Server 2003, click the [Start] button, and then click “Printers and Faxes”.

- If “Printers and Faxes” is not displayed in the Start menu, click “Control Panel” in the Start menu, double-click “Printers and Other Hardware”, and then double-click “Printers and Faxes”.

3 For Windows 2000/Server 2003, double-click the “Add Printer” icon.
For Windows XP, click “Add a printer” on the “Printer Tasks” menu.

The Add Printer Wizard starts up.

4 Click the [Next] button.

5 In the Local or Network Printer dialog box, select “Network printer”, and then click the [Next] button.

6 In the Locate Your Printer dialog box, select “Connect to a printer on the Internet or on your intranet”.

7 In the “URL” field, enter the URL for this machine in the following format, and then click the [Next] button.

- http://<IP_address_for_this_machine>/ipp
  Example: If the IP address for this machine is 192.168.1.20
  http://192.168.1.20/ipp

8 When the confirmation dialog box appears, click the [OK] button.

9 Click the [Have Disk] button.

10 Click the [Browse] button, specify the folder on the CD-ROM that contains the printer driver, and then click the “OK” button.

- Konica Minolta PCL driver: Folder at Driver\bizhubC250_C250P on the User Software CD-ROM
- Konica Minolta PostScript driver: Folder at Driver\bizhubC250 on the PostScript Printer Driver CD-ROM

11 Check that the printer name is displayed in the “Printers” list, and then click the [Next] button.

12 Select whether to set the printer as the default printer, and then click the [Next] button.

13 Click the [Finish] button to exit the Add Printer Wizard.

✎...

Note

Once the settings for the printer have been specified, you can use the printer in the same way as a default local printer. Also, if you set up the printer for sharing in Windows, it can be used as a network printer by other Windows computers over the network.

Printing with NetWare

The printer controller supports the following environments.

Network printing in a NetWare environment

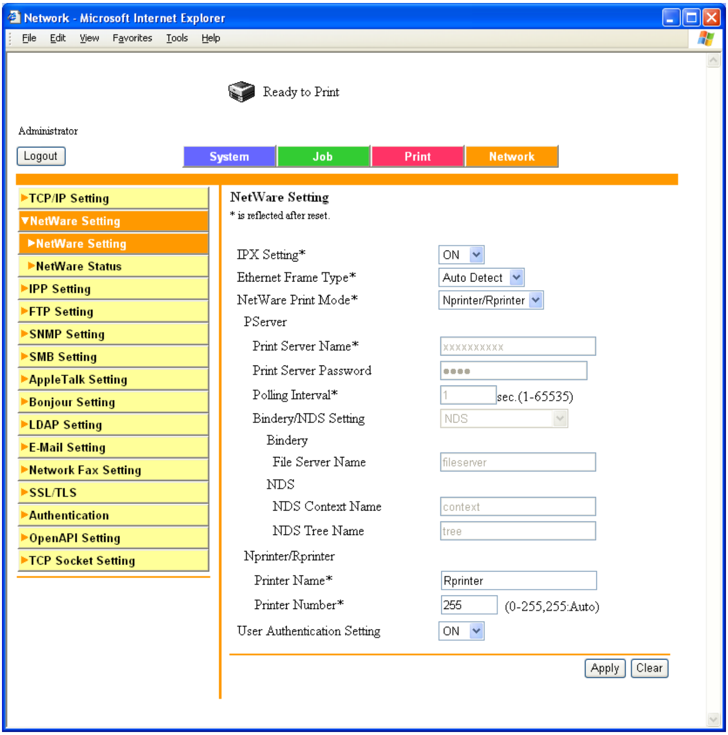
NetWare Version	Protocol Used	Emulation	Service Mode
NetWare 4.x	IPX	NDS/Bindery	Pserver/Nprinter
NetWare 5.x/6	IPX	NDS	Pserver
	TCP/IP	NDPS(lpr)	

For remote printer mode with NetWare 4.x Bindery Emulation

Before using bindery emulation, check that bindery emulation is compatible with the NetWare server.

1. From a client computer, log on with Supervisor permissions to access the NetWare server where Pserver is registered.
2. Start up Pconsole.
3. From the “Available Options” list, select “Quick Setup”, and then click the [Enter] button.
4. Enter the appropriate names in the “Printer Server Name”, “Printer Name”, “Print Queue Name”, and “Print Queue Volume” fields, select “Other/Unknown” from the “Printer type” field, and then save the specified settings.
5. Click the [Esc] button to quit Pconsole.
6. Use the NetWare server console to load PSERVER.NLM.

7 In Administrator mode of PageScope Web Connection, select “NetWare Setting” from the Network tab, and then specify the following settings.


Network - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Ready to Print
Administrator
Logout
System
Job
Print
Network
▶TCP/IP Setting
▼NetWare Setting
▶NetWare Setting
▶NetWare Status
▶IPP Setting
▶FTP Setting
▶SNMP Setting
▶SMB Setting
▶AppleTalk Setting
▶Bonjour Setting
▶LDAP Setting
▶E-Mail Setting
▶Network Fax Setting
▶SSL/TLS
▶Authentication
▶OpenAPI Setting
▶TCP Socket Setting
Apply
Clear

NetWare Setting

* is reflected after reset.

IPX Setting*	ON
Ethernet Frame Type*	Auto Detect
NetWare Print Mode*	Nprinter/Rprinter
PServer	
Print Server Name*	xxxxxxxxxx
Print Server Password	●●●●
Polling Interval*	1 sec.(1-65535)
Bindery/NDS Setting	NDS
Bindery	
File Server Name	fileserver
NDS	
NDS Context Name	context
NDS Tree Name	tree
Nprinter/Rprinter	
Printer Name*	Rprinter
Printer Number*	255 (0-255,255:Auto)
User Authentication Setting	ON

- IPX Setting: Select “ON”.
- Ethernet Frame Type: Select “Auto Detect”. (Select the frame type according to the network environment.)
- NetWare Print Mode: Select “Nprinter/Rprinter”.
- Printer Name: Specify the printer name.
- Printer Number: Specify the printer number (0-255). When 255 is specified, the setting is “Auto”.

8 Restart this machine (turn it off, then on again).

9 Use the NetWare server console to display the print server screen, and then check that the created printer is shown as “Waiting for Job” for the connected printer (0).

✎...

Note

For queue user privileges, the printer notification option, assignment of multiple queues, and passwords, refer to the NetWare documentation, and specify settings as necessary.

✎...

Reminder

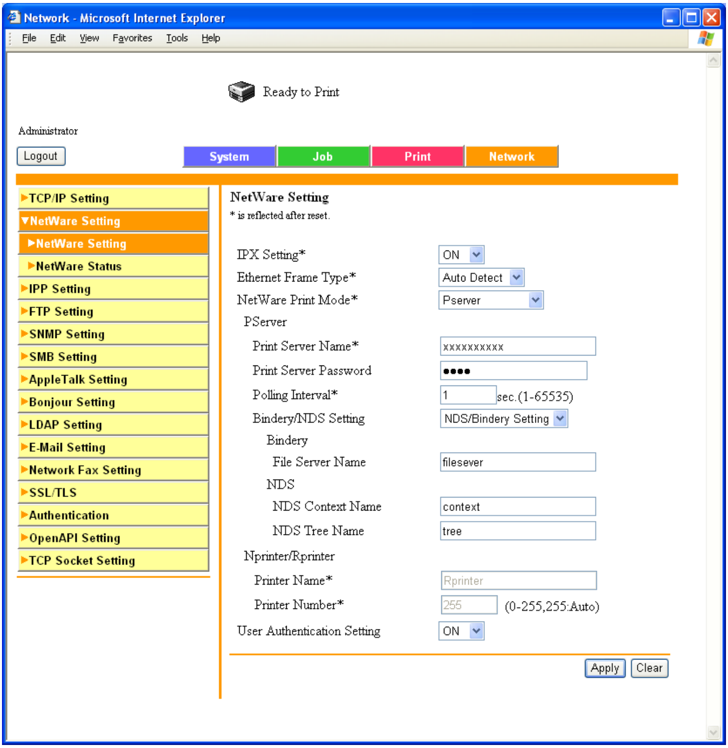
When turning the machine off, wait for 10 seconds or longer before turning it on again; otherwise the machine may not function normally.

For print server mode with NetWare 4.x Bindery Emulation

Before using bindery emulation, check that bindery emulation is compatible with the NetWare server.

1. From a client computer, log on with Supervisor permissions to access the NetWare server where Pserver is registered.
2. Start up Pconsole.
3. From the “Available Options” list, select “Quick Setup”, and then click the [Enter] button.
4. Enter the appropriate names in the “Printer Server Name”, “Printer Name”, “Print Queue Name”, and “Print Queue Volume” fields, select “Other/Unknown” from the “Printer type” field, and then save the specified settings.
5. Click the [Esc] button to quit Pconsole.

6 In Administrator mode of PageScope Web Connection, select "NetWare Setting" from the Network tab, and then specify the following settings.


Network - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Ready to Print
Administrator
Logout
System
Job
Print
Network
TCP/IP Setting
NetWare Setting
NetWare Setting
NetWare Status
IPP Setting
FTP Setting
SNMP Setting
SMB Setting
AppleTalk Setting
Bonjour Setting
LDAP Setting
E-Mail Setting
Network Fax Setting
SSL/TLS
Authentication
OpenAPI Setting
TCP Socket Setting
Apply
Clear

NetWare Setting

* is reflected after reset.

IPX Setting*: ON
Ethernet Frame Type*: Auto Detect
NetWare Print Mode*: Pserver
PServer
Print Server Name*: xxxxxxxxxx
Print Server Password: ●●●●
Polling Interval*: 1 sec.(1-65535)
Bindery/NDS Setting: NDS/Bindery Setting
Bindery
File Server Name: filesever
NDS
NDS Context Name: context
NDS Tree Name: tree
Nprinter/Rprinter
Printer Name*: Rprinter
Printer Number*: 255 (0-255,255:Auto)
User Authentication Setting: ON

- IPX Setting: Select "ON".
- Ethernet Frame Type: Select "Auto Detect". (Select the frame type according to the network environment.)
- NetWare Print Mode: Select "Pserver".
- Print Server Name: Specify the print server name created in step 4.
- Print Server Password: Specify only when setting from the NetWare server. (Displayed by "●●●●".)
- Polling Interval: Specify "1". (Change as necessary.)
- Bindery/NDS Setting: Select "NDS/Bindery".
- File Server Name: Specify the name of the file server that connects to the Pserver.

7 Restart this machine (turn it off, then on again).

8 Use the NetWare server console to load MONITOR.NLM.

9 Select the connection information and, in the active connection column, check that the created Pserver is connected.

✎...

Reminder

When turning the machine off, wait for 10 seconds or longer before turning it on again; otherwise the machine may not function normally.

For NetWare 4.x remote printer mode (NDS)

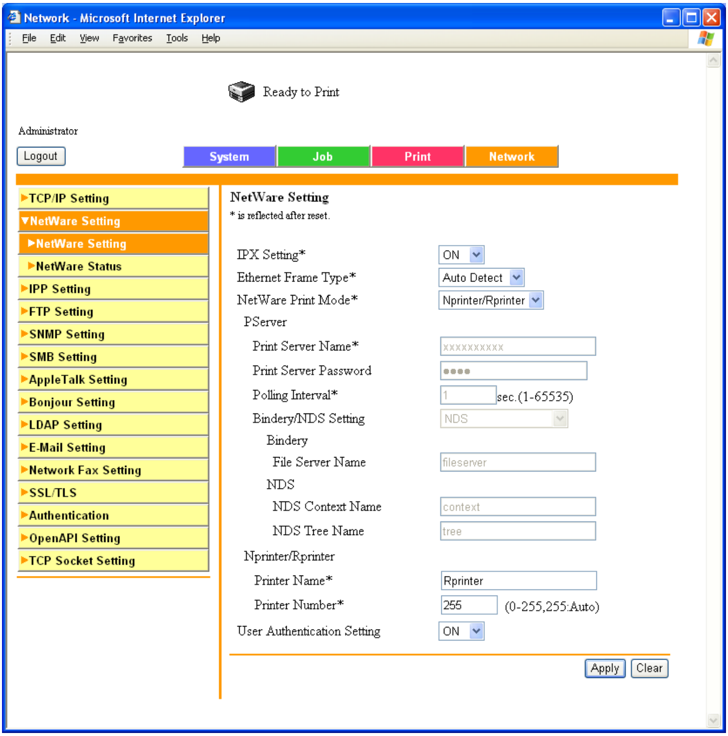
1 Log on to NetWare as an administrator from a client computer.

2 Start up NWadmin.

3 Select either the organization or organizational unit container that offers the print service, and then click “Print Services Quick Setup” on the “Tools” menu.

4 Enter the appropriate names in the “Printer Server Name”, “Printer Name”, “Print Queue Name”, and “Print Queue Volume” fields, select “Other/Unknown” from the “Printer type” field, and then save the specified settings.

5 In Administrator mode of PageScope Web Connection, select “NetWare Setting” from the Network tab, and then specify the following settings.


Network - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Ready to Print
Administrator
Logout
System
Job
Print
Network
TCP/IP Setting
NetWare Setting
NetWare Setting
NetWare Status
IPP Setting
FTP Setting
SNMP Setting
SMB Setting
AppleTalk Setting
Bonjour Setting
LDAP Setting
E-Mail Setting
Network Fax Setting
SSL/TLS
Authentication
OpenAPI Setting
TCP Socket Setting
Apply
Clear

NetWare Setting

* is reflected after reset.

IPX Setting*	ON
Ethernet Frame Type*	Auto Detect
NetWare Print Mode*	Nprinter/Rprinter
PServer	
Print Server Name*	xxxxxxxxxx
Print Server Password	••••
Polling Interval*	1 sec.(1-65535)
Bindery/NDS Setting	NDS
Bindery	
File Server Name	fileserver
NDS	
NDS Context Name	context
NDS Tree Name	tree
Nprinter/Rprinter	
Printer Name*	Rprinter
Printer Number*	255 (0-255,255:Auto)
User Authentication Setting	ON

- IPX Setting: Select “ON”.
- Ethernet Frame Type: Select “Auto Detect”. (Select the frame type according to the network environment.)
- NetWare Print Mode: Select “Nprinter/Rprinter”.
- Printer Name: Specify the printer name.
- Printer Number: Specify the printer number (0-255). When 255 is specified, the setting is “Auto”.

6 Restart this machine (turn it off, then on again).

7 Use the NetWare server console to load PSERVER.NLM.

8 Use the NetWare server console to display the print server screen, and then check that “C250P” (the created printer) is shown as “Waiting for Job” for the connected printer (0).

✎...

Note

For queue user privileges, the printer notification option, assignment of multiple queues, and passwords, refer to the NetWare documentation, and specify settings as necessary.

✎...

Reminder

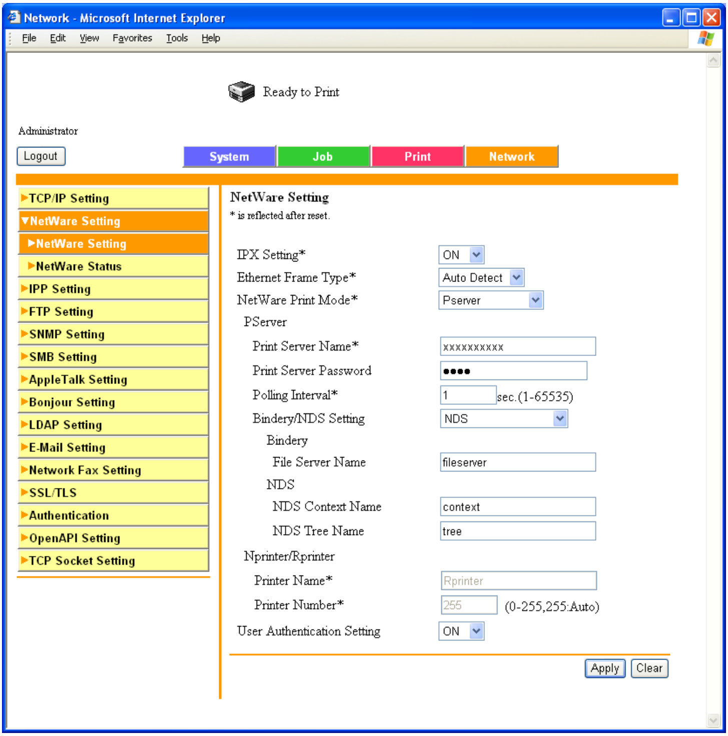
When turning the machine off, wait for 10 seconds or longer before turning it on again; otherwise the machine may not function normally.

For NetWare 4.x/5.x/6 Print Server mode (NDS)

To use the Print Server mode, the IPX protocol must be loaded on the NetWare server.

1. Log on to NetWare as an administrator from a client computer.
2. Start up NWadmin.
3. Select either the organization or organizational unit container that offers the print service, and then click “Print Services Quick Setup (non-NDPS)” on the “Tools” menu.
4. Enter the appropriate names in the “Printer Server Name”, “Printer Name”, “Print Queue Name”, and “Print Queue Volume” fields, select “Other/Unknown” from the “Printer Type” field, and then click the [Create] button.

5 In Administrator mode of PageScope Web Connection, select "NetWare Setting" from the Network tab, and then specify the following settings.


Network - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Ready to Print
Administrator
Logout
System
Job
Print
Network
TCP/IP Setting
NetWare Setting
NetWare Setting
NetWare Status
IPP Setting
FTP Setting
SNMP Setting
SMB Setting
AppleTalk Setting
Bonjour Setting
LDAP Setting
E-Mail Setting
Network Fax Setting
SSL/TLS
Authentication
OpenAPI Setting
TCP Socket Setting
Apply
Clear

NetWare Setting

* is reflected after reset.

IPX Setting*: ON
Ethernet Frame Type*: Auto Detect
NetWare Print Mode*: Pserver
PServer
Print Server Name*: xxxxxxxxxx
Print Server Password: ●●●●
Polling Interval*: 1 sec.(1-65535)
Bindery/NDS Setting: NDS
Bindery
File Server Name: fileserver
NDS
NDS Context Name: context
NDS Tree Name: tree
Nprinter/Rprinter
Printer Name*: Rprinter
Printer Number*: 255 (0-255,255:Auto)
User Authentication Setting: ON

- IPX Setting: Select "ON".
- Ethernet Frame Type: Select "Auto Detect". (Select the frame type according to the network environment.)
- NetWare Print Mode: Select "Pserver".
- Print Server Name: Specify the print server name created in step 4.
- Print Server Password: Specify only when setting from the NetWare server. (Displayed by "●●●●".)
- Polling Interval: Specify "1". (Change as necessary.)
- Bindery/NDS Setting: Select "NDS".
- NDS Context Name: Specify the name of the context that connects to Pserver.
- NDS Tree Name: Specify the name of the tree that Pserver logs on to.

6 Restart this machine (turn it off, then on again).

7 Use the NetWare server console to load MONITOR.NLM.

8 Select the connection information and, in the active connection column, check that the created Pserver is connected.

✎...

Note

For queue user privileges, the printer notification option, assignment of multiple queues, and passwords, refer to the NetWare documentation, and specify settings as necessary.

✎...

Reminder

When turning the machine off, wait for 10 seconds or longer before turning it on again; otherwise the machine may not function normally.

For NetWare 5.x/6 Novell Distributed Print Services (NDPS)

Before specifying settings for NDPS, check that the NDPS broker and NDPS manager have been created and loaded.

Also, before performing the following procedure, check that the TCP/IP protocol has been set in the NetWare server, and check that the IP address has been set for this machine and that this machine is on.

1 Log on to NetWare as an administrator from a client computer.

2 Start up NWadmin.

3 Right-click the organization or organizational unit container where you will create the printer agent, and then click “NDPS Printer” on the “Create” sub-menu.

4 In the “NDPS Printer Name” box, enter the printer name.

5 In the “Printer Agent Source” column, select “Create a New Printer Agent”, and then click the “Create” button.

6 Check the printer agent name, and then in the “NDPS Manager Name” box, browse through the NDPS manager names, and register one.

7 In the “Gateway Types”, select “Novell Printer Gateway”, and then register it.

8 In the Configure Novell PDS for Printer Agent window, select “(None)” for the printer type and “Novell Port Handler” for the port handler type, and then register the settings.

9 In “Connection type”, select “Remote (LPR on IP)”, and then register it.

10 Enter the IP address set for this machine as the host address, enter “Print” as the printer name, and then click the [Finish] button to register the settings.

11 The printer driver registration screen appears. Select “None” for each operating system to complete the registration.

Note
For queue user privileges, the printer notification option and assignment of multiple queues, refer to the NetWare documentation, and specify settings as necessary.

Specifying client (Windows) settings when using the NetWare server

1 For Windows 98SE/Me/2000/NT 4.0, click the [Start] button, point to “Settings”, and then click “Printers”.
For Windows XP/Server 2003, click the [Start] button, and then click “Printers and Faxes”.

- If “Printers and Faxes” is not displayed in the Start menu, click “Control Panel” in the Start menu, double-click “Printers and Other Hardware”, and then double-click “Printers and Faxes”.

2 For Windows 98SE/Me/2000/NT 4.0/Server 2003, double-click the “Add Printer” icon.
For Windows XP, click “Add a printer” on the “Printer Tasks” menu.

The Add Printer Wizard starts up.

3 In the port settings, browse the network, and specify the name of the created queue (or NDPS printer name).

4 In the “Printer Model” list, specify the folder on the CD-ROM that contains the printer driver for the operating system used.

- For Windows 98SE/Me
  Konica Minolta PCL driver: Folder at Driver\bizhubC250_C250P on the User Software CD-ROM
  PostScript driver: Folder at Driver\PS-PPD on the PostScript Printer Driver CD-ROM
- For Windows NT4.0/2000/XP/Server 2003
  Konica Minolta PCL driver: Folder at Driver\bizhubC250_C250P on the User Software CD-ROM
  PostScript driver: Folder at Driver\bizhubC250 on the PostScript Printer Driver CD-ROM

5 Follow the on-screen instructions to complete the installation.

Printing with Macintosh

This section describes this machine’s settings and the Macintosh network settings.

Specify the printer network port settings after installing the printer driver and when selecting a printer. To select a printer, refer to “Selecting a printer” on page 2-24.

Operations on this machine

Set the IP address for this machine. For the setting procedure, refer to “Specifying the TCP/IP settings” on page 2-37.

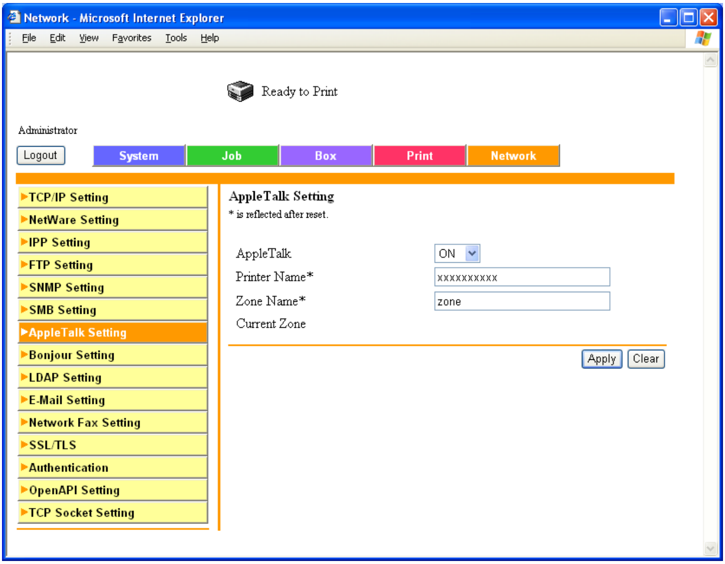
In PageScope Web Connection, specify the AppleTalk or Bonjour settings.

Specifying the AppleTalk settings

When connecting this machine to a Macintosh computer using AppleTalk, the AppleTalk settings must be specified.

1. Start up PageScope Web Connection.
   - To log out if the login page does not appear, click the [Logout] button.
2. In the login page, select [Administrator], and then click the [Login] button.
3. Enter the administrator password, and log in to the Administrator mode.

4 On the Network tab, click “AppleTalk Setting”.


Network - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Ready to Print
Administrator
Logout
System
Job
Box
Print
Network
TCP/IP Setting
NetWare Setting
IPP Setting
FTP Setting
SNMP Setting
SMB Setting
AppleTalk Setting
Bonjour Setting
LDAP Setting
E-Mail Setting
Network Fax Setting
SSL/TLS
Authentication
OpenAPI Setting
TCP Socket Setting
Apply
Clear

AppleTalk Setting

* is reflected after reset.

AppleTalk: ON

Printer Name*: xxxxxxxxxx

Zone Name*: zone

Current Zone

5 Specify settings for the following:

AppleTalk: Set whether to use AppleTalk. Select “ON” here.
Printer Name: Specify the printer name (up to 31 alphanumeric characters).
Zone Name: Specify the zone being connected to (up to 31 alphanumeric characters).

6 To apply the settings, restart this machine (turn it OFF, then ON again).

...

Reminder

When turning the machine off, wait for 10 seconds or longer before turning it on again; otherwise the machine may not function normally.

Specifying the Bonjour settings

When connecting this machine to a Macintosh computer using Bonjour/Rendezvous, the Bonjour settings must be specified.

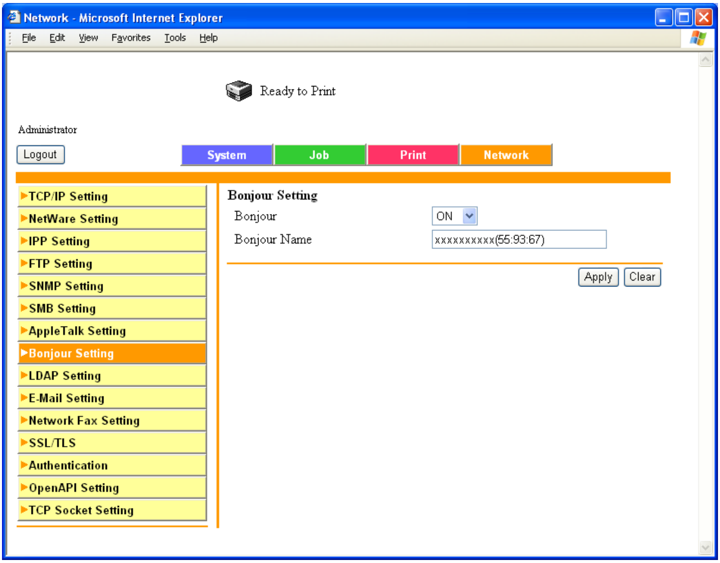
1 Start up PageScope Web Connection.
   - To log out if the login page does not appear, click the [Logout] button.

2 In the login page, select “Administrator”, and then click the [Login] button.

3 Enter the administrator password, and login to the Administrator mode.

4 On the Network tab, click “Bonjour Setting”.

5 Specify settings for the following:


Network - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Ready to Print
Administrator
Logout
System
Job
Print
Network
TCP/IP Setting
NetWare Setting
IPP Setting
FTP Setting
SNMP Setting
SMB Setting
AppleTalk Setting
Bonjour Setting
LDAP Setting
E-Mail Setting
Network Fax Setting
SSL/TLS
Authentication
OpenAPI Setting
TCP Socket Setting
Apply
Clear

Bonjour Setting

Bonjour: ON

Bonjour Name: xxxxxxxxxxx(55:93:67)

   - Bonjour: Specify whether to use a Bonjour/Rendezvous connection. Select “ON” here.
   - Bonjour Name: Specify the Bonjour name that is to appear as the connected device name (up to 63 alphanumeric characters and symbols).

6 To apply the settings, restart this machine (turn it off, then on again).

Note

The Bonjour connection is a Mac OS X 10.4 function, it is the same function as the Rendezvous connection in Mac OS 10.3 or earlier.

Reminder

When turning the machine off, wait for 10 seconds or longer before turning it on again; otherwise the machine may not function normally.

Specifying Macintosh settings

Use the Macintosh computer that is connected to specify the TCP/IP and AppleTalk settings.

Reminder

For network settings, consult the network administrator.

For printer driver installation, refer to "Installing the printer driver" on page 2-22.

Since Bonjour (a Mac OS X 10.4 function) is always enabled, it is not required to change the settings. Bonjour/Rendezvous is a Mac OS X function. For Mac OS 9.2, connect using AppleTalk.

For Mac OS X

1. On the Apple menu, select "System Preferences".
2. Click the "Network" icon.
3. From "Show", select "Built-in Ethernet".
4. Click the TCP/IP tab.
5. Select the items from "Configure" that correspond to the network settings for the Macintosh computer that is connected to the network, and then set the IP address and subnet mask.
6. If using an AppleTalk connection, click the AppleTalk tab, and then check that the "Make AppleTalk Active" check box is selected.

7 Click the close button in the upper-left corner of the dialog box.

The “Apply configuration changes?” message appears.

8 Click the [Apply] button.

The changed settings are saved.

For Mac OS 9.2

1. On the Apple menu, point to “Control Panel”, and then click “AppleTalk”.

2. From the “Connect via” drop-down list, select “Ethernet”.

3. On the Apple menu, point to “Control Panel”, and then click “TCP/IP”.

4. From the “Connect via” drop-down list, select “Ethernet”.

5. Select the items from “Configure” that correspond to the network settings for the Macintosh computer that is connected to the network, and then set the IP address and subnet mask.

6. Click the close button in the upper-left corner of the dialog box.

   The “Save changes to the current configuration?” message appears.

7. Click the [Save] button.

3

Specifying printer driver settings

3 Specifying printer driver settings

3.1 Specifying the printer driver basic settings

The settings specified for the functions of this machine when printing can only be applied while using the application. When the application is exited, the settings return to their default settings.

When registering the settings, change the printer driver basic settings (default settings) or use the function for saving settings.

For Windows

The functions of this machine that can be used when printing can be specified in the printer driver setup dialog box, which can be displayed from the Printers window (for Windows XP/Server 2003, Printers and Faxes window).

Settings specified in the printer driver setup dialog box displayed using the procedure described below will be applied when printing from any application.

To display the printer driver setup dialog box

1. For Windows 98SE/Me/2000/NT 4.0, click the [Start] button, point to "Settings", and then click "Printers".
   For Windows XP/Server 2003, click the [Start] button, and then click "Printers and Faxes".
   - If "Printers and Faxes" does not appear in the Start menu, open the Control Panel from the Start menu, select "Printers and Other Hardware", and then select "Printers and Faxes".

2. For Windows 98SE/Me, right-click the icon of the installed printer, and then click "Properties".
   For Windows 2000/XP/Server 2003, right-click the icon of the installed printer, and then click "Printing Preferences".
   For Windows NT 4.0, right-click the icon of the installed printer, and then click "Document Default".

For the settings that can be specified with each printer driver, refer to the following:

- Konica Minolta PCL Driver: "Setting up the PCL driver" on page 3-5
- Konica Minolta PostScript Driver: "Setting up the PostScript driver (Windows)" on page 3-41
- PostScript PPD Driver: "Setting up the PPD driver (Windows)" on page 3-68

For details on saving settings, refer to the following pages.
Konica Minolta PCL driver: “Saving the driver settings” on page 3-39
Konica Minolta PostScript driver: “Saving the driver settings” on page 3-65

To specify custom settings, click “Print” in the application, and then click the [Preferences] button on the Print dialog box. The settings specified on the Print dialog box apply only to the current file.

For Macintosh

The functions of this machine that can be used when printing can be specified on the Print dialog box or the Page Setup dialog box.
The settings can only be applied while using the application. When the application is exited, the settings return to the default settings.

To program the settings, save the settings from the printer driver dialog boxes.
For Mac OS X:
The settings in the Print dialog box are saved by saving them as a preset.
The settings in the Page Setup dialog box are saved by selecting “Save as Default” from the “Settings” drop-down list.

Detail
For details on saving the settings, refer to “Saving the driver settings” on page 3-108.

For Mac OS 9.x:
The settings in the Print dialog box are saved by clicking the [Save Settings] button.

...

Note
The settings in the Page Setup dialog box cannot be saved.
The General settings in the Print dialog box cannot be saved.

For the settings that can be specified with each printer driver, refer to the following:

- OS X: “Setting up the PPD driver (Mac OS X)” on page 3-90
- OS 9.2: “Setting up the PPD driver (Mac OS 9.2)” on page 3-76

3.2 Setting up the PCL driver

Selecting the printer

Before printing, specify the model name for this machine.

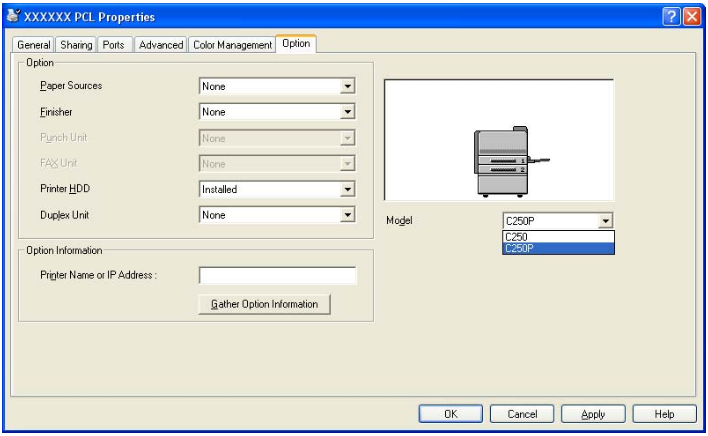
1 For Windows 98SE/Me/2000/NT 4.0, click the [Start] button, point to "Settings", and then click "Printers".

For Windows XP/Server 2003, click the [Start] button, and then click "Printers and Faxes".

2 Right-click the icon for the installed printer, and then click "Properties".

3 Click the Option tab.

4 From the "Model" drop-down list, select "C250P".



XXXXXX PCL Properties

General
Sharing
Ports
Advanced
Color Management
Option
Option
Option Information
Gather Option Information
OK
Cancel
Apply
Help
C250
C250P

Paper Sources: None

Finisher: None

Punch Unit: None

FAX Unit: None

Printer HDD: Installed

Duplex Unit: None

Printer Name or IP Address :

Model: C250P

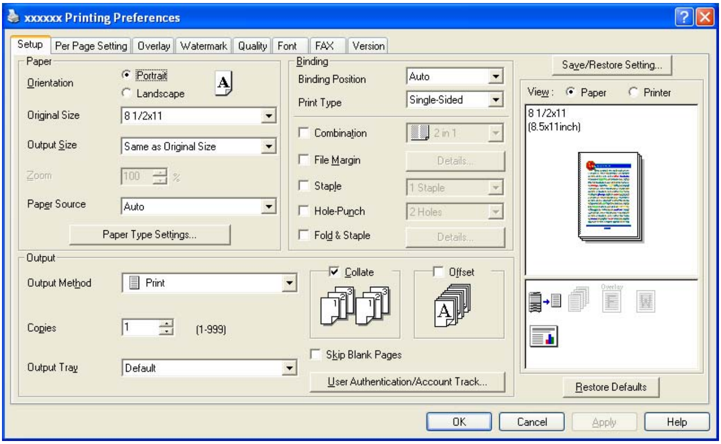
Note

If the model name for this machine is not specified from the Option tab, the appropriate printer driver functions cannot be used. Be sure to specify the settings before printing.

Settings

Common settings

The following describes the common settings and buttons that are displayed on all tabs.


xxxxxx Printing Preferences
Setup
Per Page Setting
Overlay
Watermark
Quality
Font
FAX
Version
Paper
Binding
Save/Restore Setting...
Paper Type Settings...
Output
Details...
Details...
User Authentication/Account Track...
Restore Defaults
OK
Cancel
Apply
Help
Overlay

Orientation: ● Portrait ○ Landscape

Original Size: 8 1/2x11

Output Size: Same as Original Size

Zoom: 100 %

Paper Source: Auto

Binding Position: Auto

Print Type: Single-Sided

☐ Combination: 2 in 1

☐ File Margin

☐ Staple: 1 Staple

☐ Hole-Punch: 2 Holes

☐ Fold & Staple

Output Method: Print

Copies: 1 (1-999)

Output Tray: Default

☑ Collate

☐ Offset

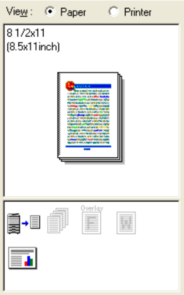
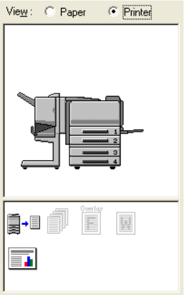
☐ Skip Blank Pages

View: ● Paper ○ Printer

8 1/2x11
(8.5x11inch)

Common setting items

Button	Function
OK	Click this button to close the dialog box and apply any settings that have been changed.
Cancel	Click this button to cancel any settings that have been changed and close the dialog box.
Help	Click this button to display the help for each item on the currently displayed dialog box.
Save/Restore Setting	Click this button to save the current settings and to view them at a later time.
Restore Defaults	Click this button to return the settings to their defaults, which were selected when the driver was installed.

Button	Function
View	When “Paper” is selected, a preview of the page layout as specified in the current settings is displayed and a preview image of the print job can be checked. When “Printer” is selected, a printer figure is displayed showing any options, such as the paper tray, that are installed on this machine.  View : ● Paper ○ Printer 8 1/2x11 (8.5x11inch) Overlay Paper  Printer

Note

To enable any installed options, you must specify the Option settings. For details, refer to “Specifying the Option tab settings” on page 3-37.

Setup tab

Item	Function
Paper	Specifies the orientation of the original document, original size, output size, paper source, and paper type.
Binding	Specifies the folding format such as the binding position, double-sided printing, booklet printing, printing multiple pages on one page, file margin, stapling, or hole punching.
Output	Specifies the output format such as the output method, number of copies, exit tray, collating, or offset.

Per Page Setting tab

Item	Function
Front Cover Page	Attaches a front cover page.
Back Cover Page	Attaches a back cover page.
Per Page Setting	Inserts paper between pages and switches simplex/duplex and paper for each page.
Chapter	Specifies the page to be printed on the front side.

Overlay tab

Item	Function
Overlay	Specifies overlay printing.

Watermark tab

Item	Function
Watermark	Prints a watermark (text stamp) on the document being printed.
Distribution Number Stamping	Prints the number of the copy.
Copy Protect	Protect Prints a special pattern and prevents copying.

Quality tab

Item	Function
Select Color	Specifies the color for printing.
Original Image Type	Specifies the contents of the original document. Prints with a quality suitable for the original document.
Quality Adjustment	Adjusts the image quality. You can select “Simple” to adjust entire documents and “Detailed” to adjust the characters, photos, and charts of each document.
Pattern	Selects the print pattern.

Font tab

Item	Function
Use Printer Fonts	Selects whether to use TrueType fonts or the printer fonts when printing.
Download Font Format	Selects whether the fonts are downloaded to the printer as bitmap or outline.

FAX tab

This tab is not used on this machine.

Version tab

Item	Function
Version	Displays the version of the printer driver.

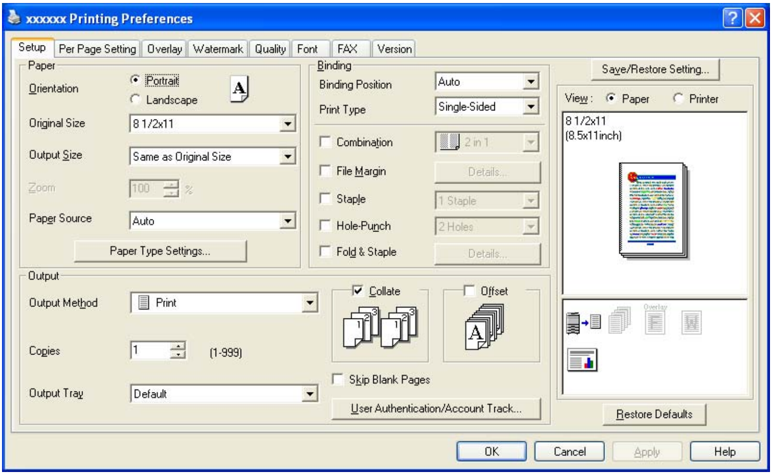
Option tab

Item	Function
Option	Specifies the options that are installed on this machine.
Option Information	Automatically specifies the printer driver option settings.
Model	Specifies the model to be used.

Note

To display the Option tab in Windows 2000/XP/NT 4.0/Server 2003, right-click the icon of the installed printer, and then click "Properties".

Specifying the Setup tab settings



xxxxxx Printing Preferences
Setup
Per Page Setting
Overlay
Watermark
Quality
Font
FAX
Version
Paper
Binding
Output
Save/Restore Setting...
Paper Type Settings...
Details...
Details...
User Authentication/Account Track...
Restore Defaults
OK
Cancel
Apply
Help

Orientation: ● Portrait ○ Landscape
Original Size: 8 1/2x11
Output Size: Same as Original Size
Zoom: 100 %
Paper Source: Auto
Binding Position: Auto
Print Type: Single-Sided
☐ Combination: 2 in 1
☐ File Margin
☐ Staple: 1 Staple
☐ Hole-Punch: 2 Holes
☐ Fold & Staple
Output Method: Print
Copies: 1 (1-999)
Output Tray: Default
☑ Collate
☐ Offset
☐ Skip Blank Pages
View: ● Paper ○ Printer
8 1/2x11
(8.5x11inch)

Printing to suit the paper size

You can enlarge or reduce documents created when printing to match the output paper size.

1 Click the Setup tab.

2 From the “Original Size” and “Output Size” drop-down lists, select the desired settings.

- You can also specify any enlargement or reduction ration in the “Zoom” box.

...

Note

If the paper size is other than the custom size, select the desired settings after specifying the settings in Custom Size.

When “W” is selected for each standard paper size in the printer driver, the data can be centered and printed.

For example, if 8 1/2 × 11 size data is created and you want to center and print on 11 × 17 size paper, specify “8 1/2 × 11 W” as the paper size in the printer driver and specify “Tray 1” or “Bypass Tray” as the paper source.

To print, load 11 × 17 paper in the tray ("Tray 1" or "Bypass Tray") that is specified in the printer driver, and then select "Paper Tray" in the control panel and follow the steps described below to specify the paper size for the paper tray that is used.

Select [8 1/2 × 11 W].
Enter the 11 × 17 paper size in [Oversize Paper].

Specifying a custom size

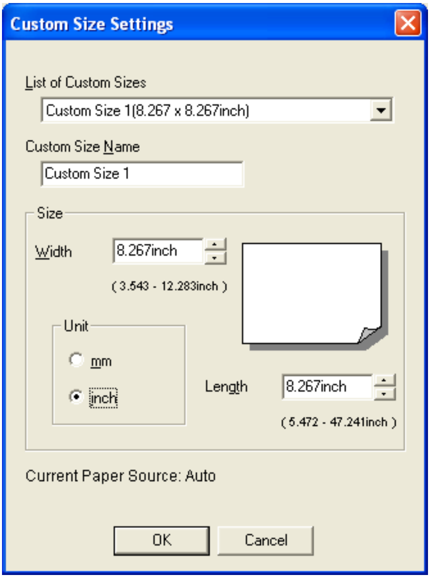
A custom size can be specified and saved in advance as described below.

1 From the “Original Size” or “Output Size” drop-down list, select “Custom Size Settings”.

The Custom Size Settings dialog box appears.

2 Specify settings for the following:

- List of Custom Sizes: Select the size for the custom size being set.
- Custom Size Name: Input the name of the custom size being registered.
- Size: Specify the width and length of the custom size according to the selected measurement units.



List of Custom Sizes: Custom Size 1(8.267 x 8.267inch)

Custom Size Name: Custom Size 1

Width: 8.267inch (3.543 - 12.283inch)

Unit: ○ mm ● inch

Length: 8.267inch (5.472 - 47.241inch)

Current Paper Source: Auto

3 Click the [OK] button.

Note

The custom size settings can only be specified from the printer driver setup dialog box, which can be displayed from the Printers window (Printers and Faxes window for Windows XP/Server 2003).

If using long paper, specify the size of the long paper in Custom Size. For details, refer to “Printing on Banner Paper” on page 9-35.

Selecting the paper source

When changing the paper type, you can specify it for an paper tray and select the paper tray according to the desired paper type.

1 Click the Setup tab.

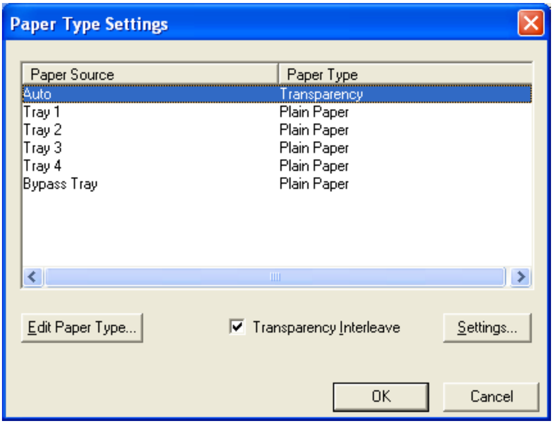
2 From the “Paper Source” drop-down list, select the paper tray that contains the paper to be used.

Assigning a paper type to a paper tray

Follow the procedure described below to assign a paper type to a paper tray.

1 Click the [Paper Type Settings] button.

2 Select the “Paper Source” being changed, and then click the [Edit Paper Type] button.

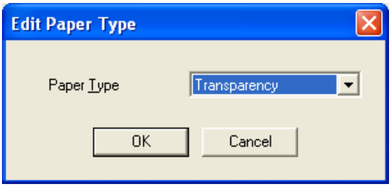


Paper Type Settings

Paper Source	Paper Type
Auto	Transparency
Tray 1	Plain Paper
Tray 2	Plain Paper
Tray 3	Plain Paper
Tray 4	Plain Paper
Bypass Tray	Plain Paper

☑ Transparency Interleave

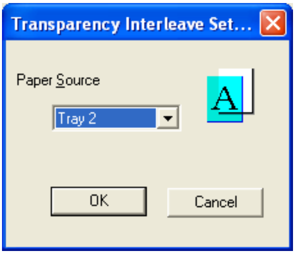
3 Select the desired setting from the “Paper Type” drop-down list, and then click the [OK] button.
Only the paper types that can be selected for each paper tray are displayed.



Edit Paper Type

Paper Type: Transparency

- If “Transparency” is selected as the paper type, you can specify transparency interleaving.
- When the “Transparency Interleave” check box is selected, the Transparency Interleave Settings dialog box appears, allowing you to select the source of the interleaf paper.
- The Transparency Interleave Settings dialog box can also be displayed by clicking the [Settings] button.



✎...

Note

“Thick 1”, “Thick 2”, and “Thick 3” cannot be selected for Tray 2, Tray 3, Tray 4, and LCT.

Letterhead paper can only be selected when optional auto duplex unit is installed.

Specifying Double-sided/Booklet printing

You can print a document onto both sides of a page or in a booklet format (two facing pages). This comes in handy when you want to bind multiple-page documents.

1 Click the Setup tab.

2 From the “Print Type” drop-down list, select “Double-sided” or “Booklet”.

✎...

Note

The binding orientation can be specified from the “Binding Position” drop-down list.

The double-sided printing function and booklet function are available only when the optional auto duplex unit is installed.

Printing multiple pages on one page (N in 1)

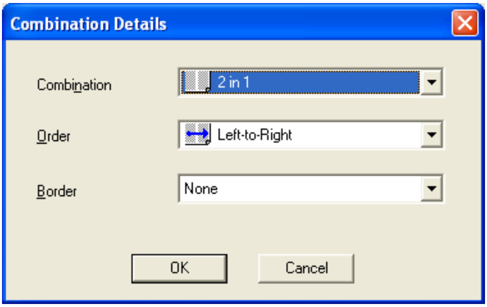
You can print multiple document pages on one page. This comes in handy when you want to reduce the number of output pages.

1 Click the Setup tab.

2 Select the “Combination” check box.

3 From the “Combination” drop-down list, select the number of pages to be printed on one page.

To change the border line and printing order settings, select “Details”, and then change the settings in the dialog box that appears.



Combination Details

Combination: 2 in 1

Order: Left-to-Right

Border: None

...

Note
When printing a job that contains pages of different sizes and orientations, images may be missing or overlapping when the document is printed.

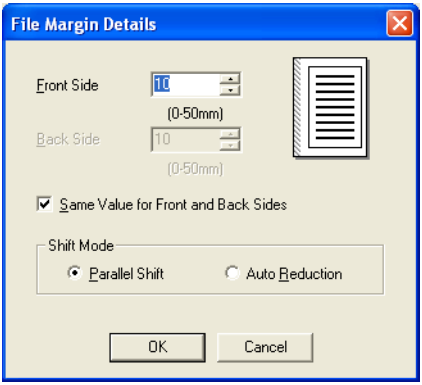
Setting the file margin

File margins are added to the document before it is printed.

1 Click the Setup tab.

2 Select the “File Margin” check box.

3 To set the width of the file margin, click the [Details] button, and then specify the desired settings in the File Margin Details dialog box that appears.



File Margin Details

Front Side: 10 (0-50mm)

Back Side: 10 (0-50mm)

☑ Same Value for Front and Back Sides

Shift Mode

● Parallel Shift ○ Auto Reduction

- Front Side/Back Side: Specifies the file margin values. By clearing the “Save Value for Front and Back Sides” check box, you can specify separate values for the front and back sides.
- Shift Mode: To add a file margin, select how the image is to be shifted.

. . .

Note

When “Double Sided” is selected in “Print Type” and “Auto Reduction” is specified in Shift Mode in the File Margin Details dialog box, the reduction ratio according to the larger value of the file margin width is used from the values specified in Front Side/Back Side.

Stapling

Multiple-page documents can be stapled.

1 Click the Setup tab.

2 Select the “Staple” check box.

3 From the drop-down list, select the number of staples and the stapling position.

✎...

Note
The staple function is available only when the optional Finisher is installed.

✎...

Note
Depending on the selected Binding Position setting, different stapling positions are available.

The number of staples that can be selected varies depending on the finisher that is installed.

When optional finisher FS-501 is installed, “1 staple” can be set. When optional finisher FS-603 or FS-514 is installed, “1 staple” or “2 staples” can be set.

Hole punching

Holes can be punched into the printed document.

1 Click the Setup tab.

2 Select the “Hole-Punch” check box.

3 From the drop-down list, select whether two or three holes are to be punched.

✎...

Note
The hole punch function is available only when optional finisher FS-603 and punch kit PK-501 are installed or when optional finisher FS-514 and punch kit PK-510 are installed.

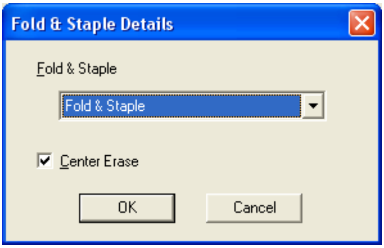
Fold & staple

You can specify the center binding process of a document.

1 Click the Setup tab.

2 Select the “Fold & Staple” check box.

3 To specify the settings in “Fold & Staple”, click the [Details] button, and then specify the desired settings in the Fold & Staple Details dialog box that appears.



Fold & Staple: Specifies the conditions for center binding and folding.
Center Erase: Specifies not to print on the folded part of a document.

Note
“Fold & Staple” is available if optional finisher FS-603 or if saddle stitcher SD-503 is installed on optional finisher FS-514 is installed.
“Center Erase” is available only if finisher FS-603 is installed.

The “Fold & Staple” check box cannot be selected if the “Staple” or “Hole-Punch” check box has been selected.

The available center binding and folding settings differ depending on the finisher that is installed. When FS-514 is installed, in addition to “Fold & Staple” (which folds the documents in half before stapling them), “Center Staple” (which binds documents with staples at the center) and “Fold” (which folds documents in half) are available. When FS-603 is installed, only “Fold & Staple” is available.

Selecting the output method

Not only can you print directly, but you can select “Secured Print”, which requires a password to print, or “Save in User Box”, which saves documents in the HDD.

1 Click the Setup tab.

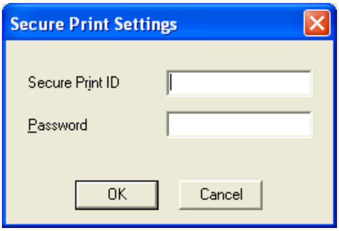
2 From the “Output Method” drop-down list, select the output method.

- Print: Select this setting to print immediately.
- Secure Print: Select this setting to save the document to be printed in the secured box of this machine. In order to print, you will be required to enter the user ID and password from this machine’s control panel. Select this setting when printing highly confidential documents.
- Save in User Box: Select this setting to save the document to be printed in a box on this machine.
- Save in User Box and Print: Select this setting to save the document in a box and print it at the same time.
- Proof and Print: Select this setting to temporarily stop printing after part of the document has been printed. Select this setting to avoid misprinting large print jobs.

Note
If the password rules have been enabled on the machine, specify a password that contains 8 digits.

Secured Printing

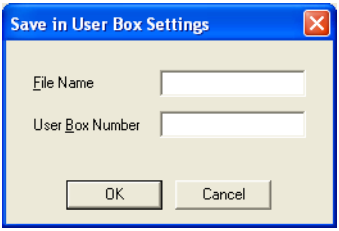
If “Secure Print” was selected, enter the secure print ID and password in the dialog box that appeared.



Note
To print the document, select “Secure Print” in the Job Operation menu of the machine’s control panel, and then enter the ID and password. For details, refer to “Managing print jobs” on page 9-25.

Save in User Box

When “Save in User Box” or “Save in User Box and Print” is selected, specify the file name and user box number in the dialog box that appears for entering the file name and user box number.



✎ . . .

Note
To print the document, enter the box number and password in the Job Operation menu of the machine’s control panel. For details, refer to “Managing print jobs” on page 9-25.

Proof and printing

When a print job is sent, this machine stops printing temporarily after part of the document has been printed. The remaining print job is stored in this machine as a print job. When printing multiple copies, you can print the remaining part of the print job after checking the print results.

✎ . . .

Note
To print the document, select it in the Job Operation menu of the machine’s control panel. For details, refer to “Managing print jobs” on page 9-25.

Specifying Account Track settings

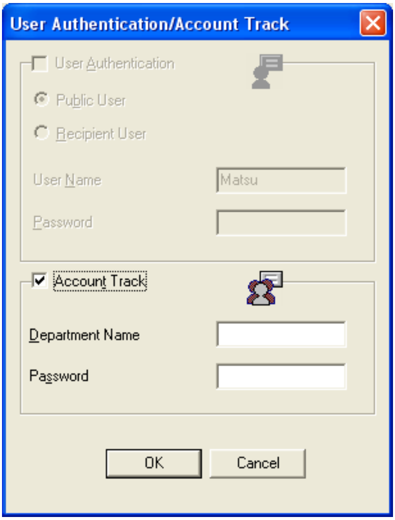
If account track settings have been specified on this machine, you must enter department name and password.

1 Click the Setup tab.

2 Click the [User Authentication/Account Track] button.

3 Select the “Account Track” check box, and then enter the department name and password.

   – A default password can be registered and used rather than entering a password for each job.



User Authentication/Account Track

☐ User Authentication

● Public User

○ Recipient User

User Name: Matsu

Password:

☑ Account Track

Department Name:

Password:

4 Click the [OK] button.

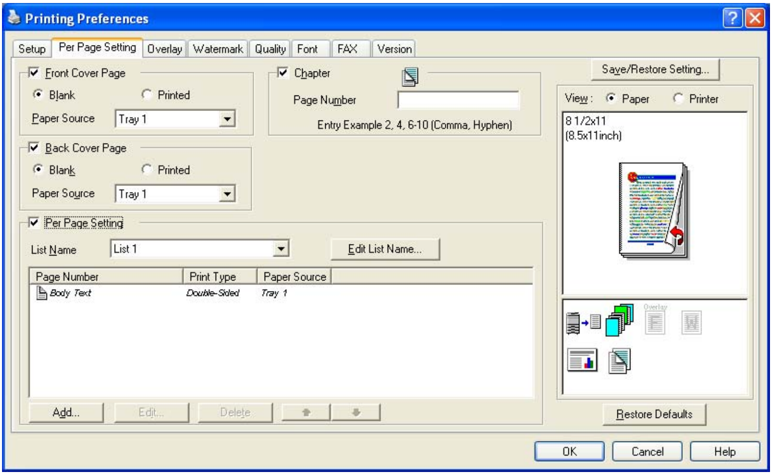
Note

Printing is not possible if a print job is sent using an account name or password that is not registered with the account track settings of the machine or if a job is sent without the “Account Track” check box selected.

Even a registered account cannot print if it is not given printing permissions.

For details on account management, contact the administrator of this machine.

Specifying the Per Page Setting tab settings


Printing Preferences
Setup
Per Page Setting
Overlay
Watermark
Quality
Font
FAX
Version
Save/Restore Setting...
Edit List Name...
Add...
Edit...
Delete
Overlay
Restore Defaults
OK
Cancel
Help

☑ Front Cover Page
● Blank ○ Printed
Paper Source: Tray 1

☑ Chapter
Page Number:
Entry Example 2, 4, 6-10 (Comma, Hyphen)

☑ Back Cover Page
● Blank ○ Printed
Paper Source: Tray 1

☑ Per Page Setting
List Name: List 1

Page Number	Print Type	Paper Source
Body Text	*Double-Sided*	*Tray 1*

View: ● Paper ○ Printer
8 1/2x11
(8.5x11inch)

Printing documents with a front cover/back cover

1. Click the Per Page Setting tab.
2. Select the “Front Cover Page” and “Back Cover Page” check boxes.
3. To print on the front cover and back cover, select “Printed”. To only add a blank page, select “Blank”.
4. Select the paper tray loaded with the paper for the front cover and back cover.

Printing multiple pages

The “Per Page Setting” function comes in handy when you want to change the paper tray during a print job when printing multiple pages.

Chapter

You can specify the page that you want to print on the front side when duplex printing or booklet printing.

Even if a specified page comes up to be printed on the back side in duplex printing or booklet printing, the specified page is moved and printed on the front side.

1 Click the Per Page Setting tab.

2 Select the “Chapter” check box.

3 Enter the page number of the page you want to print on the front side.

✎...

Note
Enter the page number using single-byte numerals.

When entering multiple page numbers, separate the page numbers with commas such as “2, 4, 6” or enter a page range using a hyphen such as “6-10”.

Per Page setting

You can specify the print type and paper tray for each page.

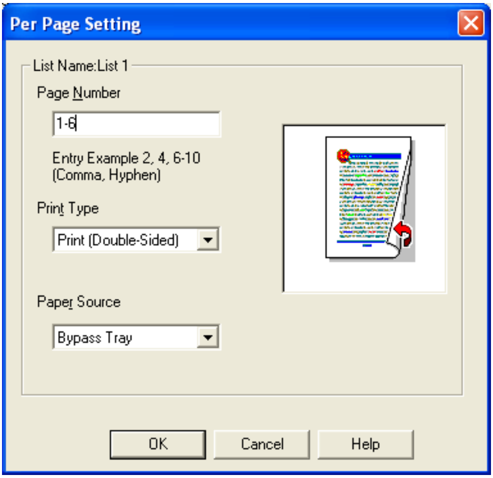
1 Click the Per Page Setting tab.

2 Select the “Per Page Setting” check box.

3 From the “List Name” drop-down list, select the name of the desired list.

   – When changing the list name, click the [Edit List Name] button after selecting the list name, and then apply the settings on the dialog box that appears.

4 Click the [Add] button, and then specify the page number, print type, and paper source in the dialog box that appears.



List Name:List 1

Page Number: 1-6

Entry Example 2, 4, 6-10 (Comma, Hyphen)

Print Type: Print (Double-Sided)

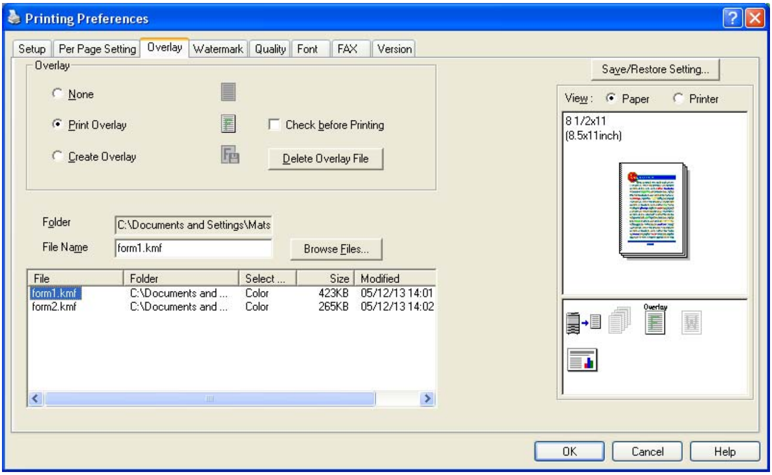
Paper Source: Bypass Tray

Note

For an existing list, click the [Edit] button to change the selected page settings, or click the [Delete] button to delete them.

Click [↑] or [↓] to change the page number starting with the smallest page number.

Specifying the Overlay tab settings


Printing Preferences
Setup
Per Page Setting
Overlay
Watermark
Quality
Font
FAX
Version
Save/Restore Setting...
Delete Overlay File
Browse Files...
OK
Cancel
Help
Overlay

Overlay
○ None
● Print Overlay
○ Create Overlay
☐ Check before Printing

Folder: C:\Documents and Settings\Mats
File Name: form1.kmf

File	Folder	Select ...	Size	Modified
form1.kmf	C:\Documents and ...	Color	423KB	05/12/13 14:01
form2.kmf	C:\Documents and ...	Color	265KB	05/12/13 14:02

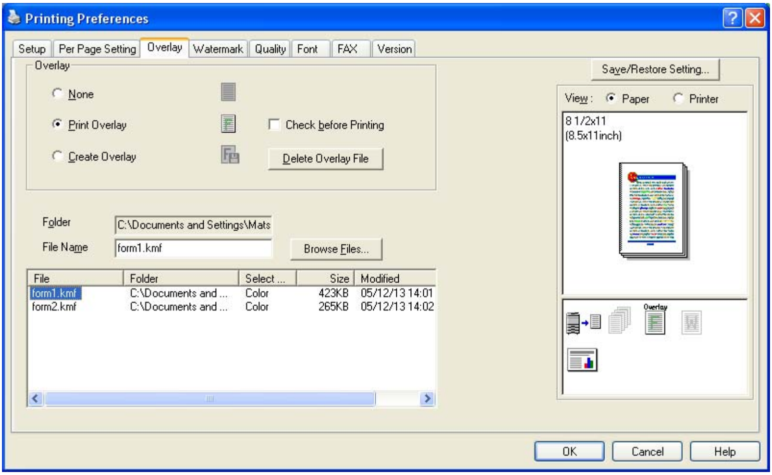
View: ● Paper ○ Printer
8 1/2x11
(8.5x11inch)

Printing different original documents together (Overlay)

An original document can be printed on top of form data that was created separately. This function is handy for fax cover letters and form letters.

1. Create the print data using any application.
2. From the “File” menu, select “Print”.
3. Select the printer in the “Select Printer” drop-down list, and then click the [Properties] button or the [Preferences] button.
4. Click the Overlay tab.
5. Select “Print Overlay”.

6 From the list, select the form that you want to print.


Printing Preferences
Setup
Per Page Setting
Overlay
Watermark
Quality
Font
FAX
Version
Save/Restore Setting...
Delete Overlay File
Browse Files...
OK
Cancel
Help
Overlay

Overlay

○ None

● Print Overlay

○ Create Overlay

☐ Check before Printing

Folder: C:\Documents and Settings\Mats

File Name: form1.kmf

File	Folder	Select ...	Size	Modified
form1.kmf	C:\Documents and ...	Color	423KB	05/12/13 14:01
form2.kmf	C:\Documents and ...	Color	265KB	05/12/13 14:02

View : ● Paper ○ Printer

8 1/2x11
(8.5x11inch)

7 Select the file name, and then click the [OK] button.

The Print dialog box appears again.

8 Click the [OK] button.

Overlay printing is performed.

Note

You must pre-register forms to be printed. For details, refer to “Editing forms” on page 3-27.

Editing forms

To use forms, the data for using forms must be registered in advance. To register a form, select “Create Overlay”, and then specify the document that you want to register.

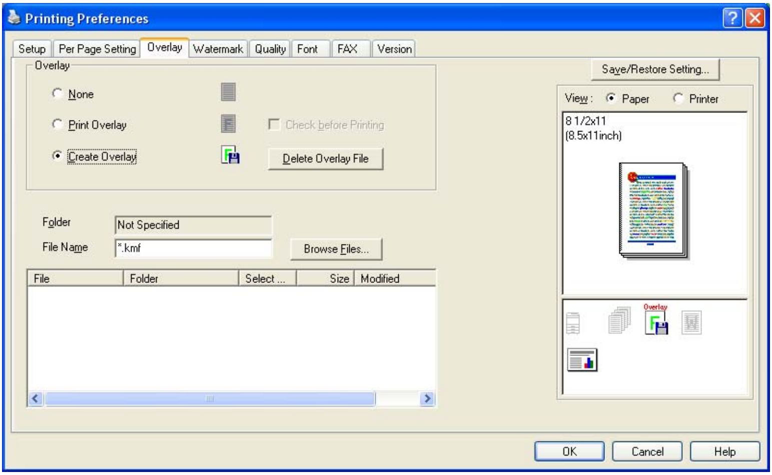
1 Create the form data using any application.

2 From the “File” menu, select “Print”.

3 Select the printer in the “Select Printer” drop-down list, and then click the [Properties] button or the [Preferences] button.

4 Click the Overlay tab.

5 Select the “Create Overlay”.


Printing Preferences
Setup
Per Page Setting
Overlay
Watermark
Quality
Font
FAX
Version
Overlay
Check before Printing
Delete Overlay File
Browse Files...
File
Folder
Select ...
Size
Modified
Save/Restore Setting...
Overlay
OK
Cancel
Help

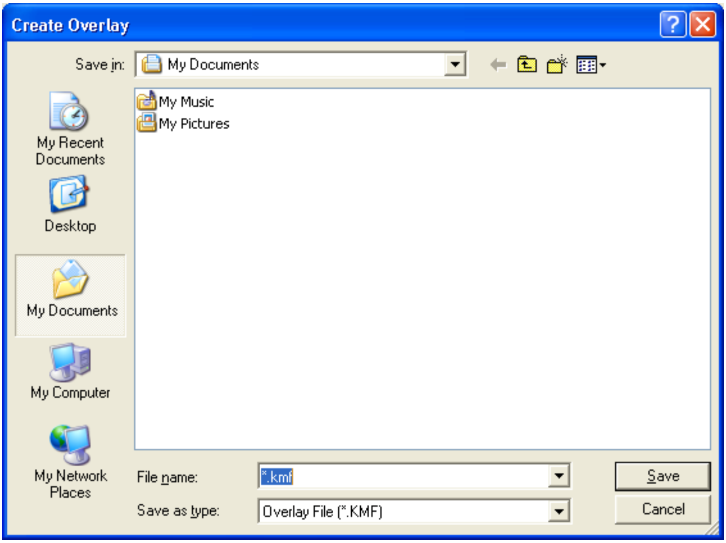
○ None
○ Print Overlay
● Create Overlay

Folder: Not Specified
File Name: *.kmf

View : ● Paper ○ Printer
8 1/2x11
(8.5x11inch)

6 Click the [Browse Files] button.

7 Specify the storage location for the form data, and then enter the file name in the “File name” box.


Create Overlay
Save in:
My Documents
My Music
My Pictures
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
Save
Cancel

File name: *.kmf

Save as type: Overlay File (*.KMF)

8 Click the [Save] button.

9 Select the file, and then click the [OK] button.

The Print dialog box appears again.

10 Click the [OK] button.

- Instead of executing a print job, the form data is saved. The file extension is “.kmf”.

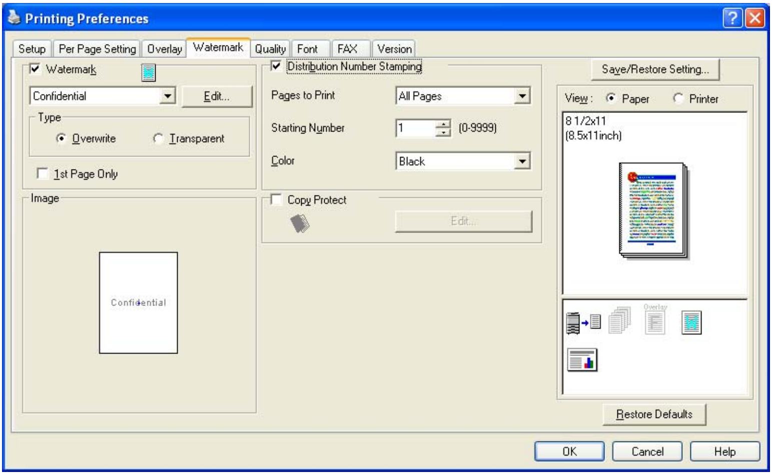
...

Note

When the overlay data that was created consists of multiple pages, the first page of data is registered as an overlay.

From the Overlay tab, the selected form data can be deleted by clicking the [Delete Overlay File] button.

Specifying the Watermark tab settings


Printing Preferences
Setup
Per Page Setting
Overlay
Watermark
Quality
Font
FAX
Version
Edit...
Image
Confidential
Edit...
Save/Restore Setting...
Overlay
Restore Defaults
OK
Cancel
Help

☑ Watermark

Confidential

Type: ● Overwrite ○ Transparent

☐ 1st Page Only

☑ Distribution Number Stamping

Pages to Print: All Pages

Starting Number: 1 (0-9999)

Color: Black

☐ Copy Protect

View: ● Paper ○ Printer

8 1/2x11
(8.5x11inch)

Printing a watermark

You can print specific text in the background as a watermark.

1 Click the Watermark tab.

2 Select the “Watermark” check box.

3 From the drop-down list, select the watermark that you want to print.

4 Specify the desired settings for “Type” and “1st Page Only”.

- Overwrite: The background of the watermark is printed in white.
- Transparent: The background of the watermark is transparent.

Editing a watermark

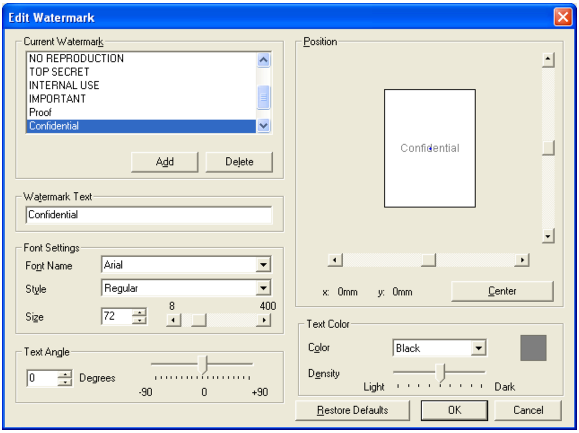
You can change the fonts and position of the watermark, and you can register a new watermark.

1 Click the Watermark tab.

2 Select the "Watermark" check box.

3 Click the [Edit] button.

4 Specify settings for the following:


Edit Watermark
Current Watermark
NO REPRODUCTION
TOP SECRET
INTERNAL USE
IMPORTANT
Proof
Confidential
Add
Delete
Watermark Text
Font Settings
Text Angle
Position
Confidential
Center
Text Color
Light
Dark
Restore Defaults
OK
Cancel

Watermark Text: Confidential

Font Name: Arial

Style: Regular

Size: 72 (8 – 400)

Text Angle: 0 Degrees (-90 – 0 – +90)

x: 0mm y: 0mm

Color: Black

Density

- [Add]: Click to enter a new watermark in the watermark text box.
- [Delete]: Click to delete the selected watermark.
- Watermark Text: Enter the text to be printed as a watermark.
- Font Settings: Specify the font and character size.
- Text Angle: Specify the watermark print angle.
- Position: Use the horizontal and vertical scroll bars to specify the watermark position.
- Text Color: Specify the watermark text color.

Printing the document number

When printing multiple copies, you can print the number of each document.

1 Click the Watermark tab.

2 Select the “Distribution Number Stamping” check box.

3 Specify settings for the following:

- Pages to Print: Specify the pages where the numbering is to be printed.
- Starting Number: Specify the starting number.
- Color: Specify the color of the number to be printed.

✎...

Note
The “Numbering” check box is not available if the “Collate” check box is not selected on the Setup tab.

Copy protect

You can print a special pattern on an entire page while printing.

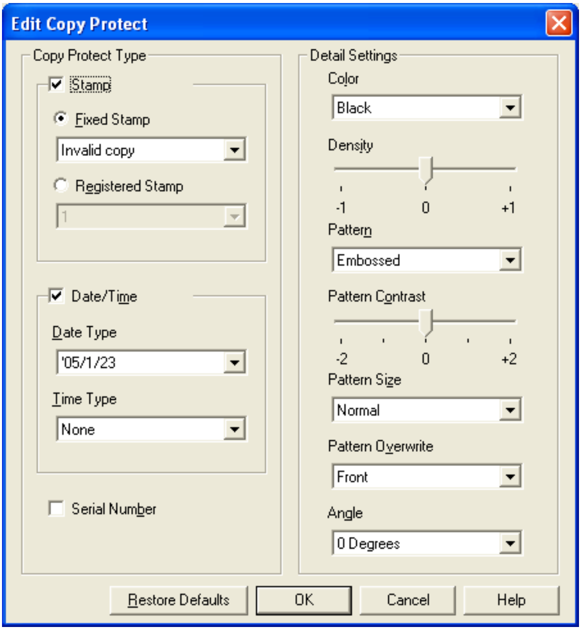
When copying a printed page, the characters embedded in the pattern appear to prevent an illegal copy.

1 Click the Watermark tab.

2 Select the “Copy Protect” check box.

3 Click the [Edit] button.

4 Specify each setting, and then click the [OK] button.



Copy Protect Type

☑ Stamp

● Fixed Stamp

Invalid copy

○ Registered Stamp

1

☑ Date/Time

Date Type: '05/1/23

Time Type: None

☐ Serial Number

Detail Settings

Color: Black

Density: -1 0 +1

Pattern: Embossed

Pattern Contrast: -2 0 +2

Pattern Size: Normal

Pattern Overwrite: Front

Angle: 0 Degrees

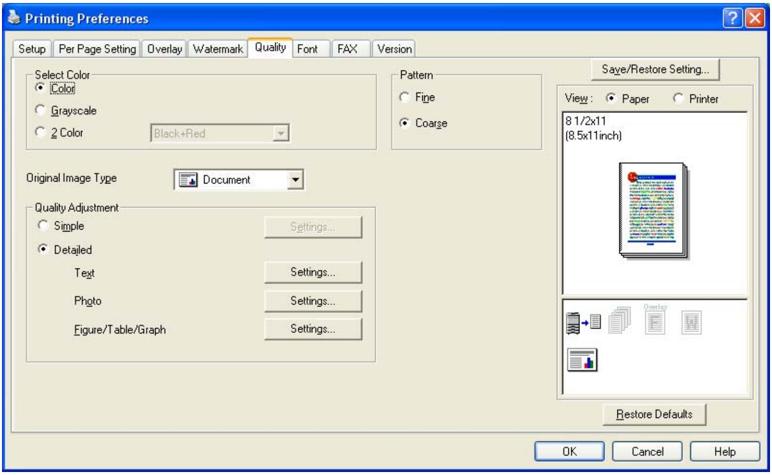
Type of Copy Protect: Specify the pattern to be embedded with copy protection. You can specify multiple types from “Stamp/Character”, “Date/Time”, and “Serial Number”.

- Stamp/Character: Embeds the selected character string in a pattern. A preregistered character string (common stamp) or a character string registered on this machine (registered stamp) can be specified.
- Date/Time: Embeds the selected date and time in a pattern.
- Serial Number: Embeds the serial number of this machine in a pattern.

Detail Setting: Specifies the color and density pattern to be embedded with copy protection, and specifies the embedding method.

- Color: Select the pattern print color.
- Density: Select the pattern print density.
- Pattern: Select the pattern.
- Pattern Contrast: Select the pattern contrast.
- Pattern Size: Select the pattern size.
- Pattern Overwrite: Select whether to print the pattern over the text of a document or print in the blank spaces.
- Angle: Select the pattern angle.

Specifying the Quality tab settings


Printing Preferences
Setup
Per Page Setting
Overlay
Watermark
Quality
Font
FAX
Version
Select Color
● Color
○ Grayscale
○ 2 Color
Black+Red
Pattern
○ Fine
● Coarse
Save/Restore Setting...
View : ● Paper ○ Printer
8 1/2x11
(8.5x11inch)
Original Image Type
Document
Quality Adjustment
○ Simple
Settings...
● Detailed
Text
Settings...
Photo
Settings...
Figure/Table/Graph
Settings...
Overlay
Restore Defaults
OK
Cancel
Help

Quality tab parameters

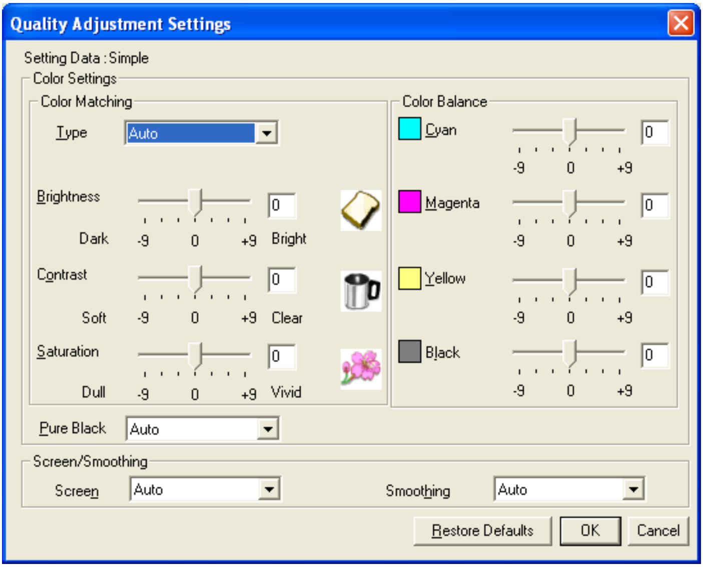
Item	Function
Select Color	Select the color for printing. Color: Select this setting to print in color. Grayscale: Select this setting to print in grayscale. 2 Color: Select this setting to print the two colors selected from the drop-down list.
Original Image Type	Select the contents of the original document to print with a quality suitable for the original document. Document: Select this setting to print with a quality suitable for documents containing mostly text. Photo: Select this setting to print with a quality suitable for photos. DTP: Select this setting to print with a quality suitable for documents produced using a DTP application. WEB: Select this setting to print with a quality suitable for Web page printing. CAD: Select this setting to print with a quality suitable for CAD data printing.
Quality Adjustment	Adjust the image quality. Simple: Select this setting to adjust the entire document. Detailed: Select this setting to separately adjust the text, photos, and charts in the document.
Pattern	Select the print pattern.

Specifying settings

1 Click the Quality tab.

2 Specify each setting.

To adjust the quality, select “Simple” or “Detailed”, and then click the [Settings] button beside the desired setting. In the Quality Adjustment Settings dialog box that appears, specify the brightness and color balance.


Quality Adjustment Settings
Color Settings
Color Matching
Color Balance
Dark
Bright
Soft
Clear
Dull
Vivid
-9
0
+9
Screen/Smoothing
Restore Defaults
OK
Cancel

Setting Data : Simple

Type: Auto

Brightness: 0

Contrast: 0

Saturation: 0

Cyan: 0

Magenta: 0

Yellow: 0

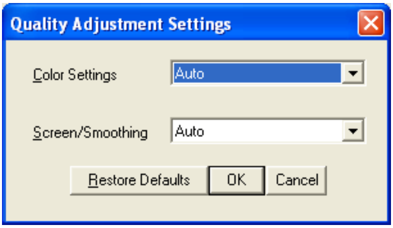
Black: 0

Pure Black: Auto

Screen: Auto

Smoothing: Auto

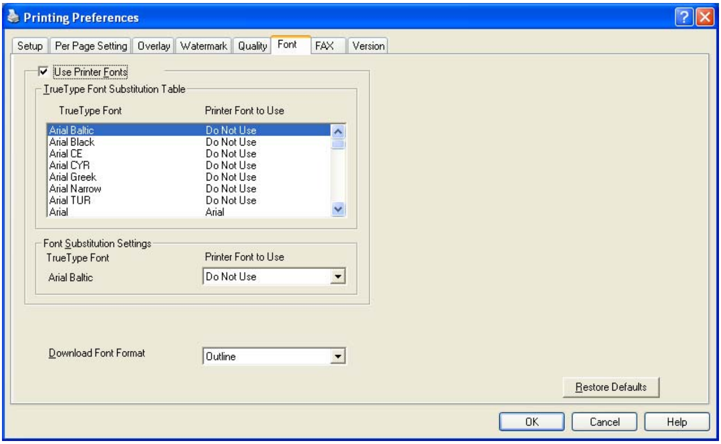
To adjust the quality, select “Detailed”, and then click the [Settings] button beside “Figure/Table/Graph”. In the Quality Adjustment Settings dialog box that appears, you can specify the color settings and screen/smoothing settings, and the corresponding text or photo settings.


Quality Adjustment Settings
Restore Defaults
OK
Cancel

Color Settings: Auto

Screen/Smoothing: Auto

Specifying the Font tab settings


Printing Preferences
Setup
Per Page Setting
Overlay
Watermark
Quality
Font
FAX
Version
Restore Defaults
OK
Cancel
Help

☑ Use Printer Fonts

TrueType Font Substitution Table

TrueType Font	Printer Font to Use
Arial Baltic	Do Not Use
Arial Black	Do Not Use
Arial CE	Do Not Use
Arial CYR	Do Not Use
Arial Greek	Do Not Use
Arial Narrow	Do Not Use
Arial TUR	Do Not Use
Arial	Arial

Font Substitution Settings

TrueType Font	Printer Font to Use
Arial Baltic	Do Not Use

Download Font Format: Outline

Replacing fonts

You can replace the TrueType fonts used in Windows with the printer fonts of this machine.

1. Click the “Font” tab.
2. Select the “Use Printer Fonts” check box.
3. Select the TrueType font that you want to replace.
4. From the “Printer Font to Use” drop-down list, select the printer font to replace the TrueType font.
5. Click the [OK] button.

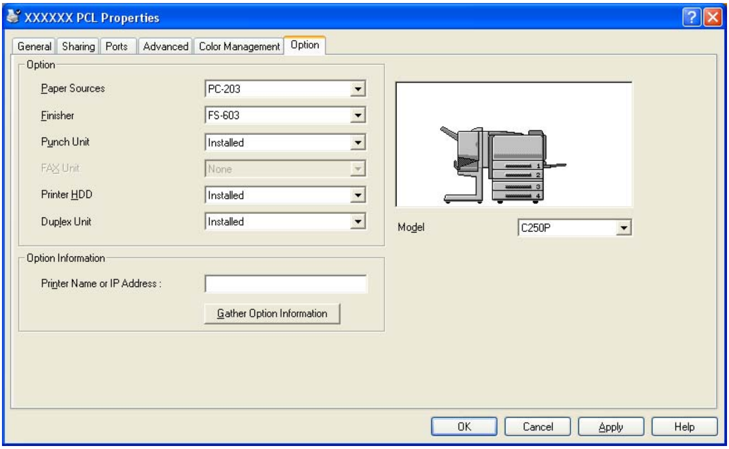
✎...

Note

Using the printer fonts will shorten the printing time, however, there may be a difference in the screen display and the print results.

To download the TrueType fonts when not using the printer fonts, select the font type to be downloaded to the printer from the “Download Font Format” drop-down list.

Specifying the Option tab settings


XXXXXX PCL Properties
General
Sharing
Ports
Advanced
Color Management
Option
Option
Option Information
Gather Option Information
OK
Cancel
Apply
Help

Paper Sources: PC-203
Finisher: FS-603
Punch Unit: Installed
FAX Unit: None
Printer HDD: Installed
Duplex Unit: Installed
Printer Name or IP Address :
Model: C250P

Select the name of the model and specify whether or not options are installed so that the options installed on the machine can be used from the printer driver.

Note

If the installed options are not set from the Option tab, the function for the option cannot be used with the printer driver. When installing options, be sure to specify the correct settings.

Selecting options

1. For Windows 98SE/Me/2000/NT 4.0, click the [Start] button, point to “Settings”, and then click “Printers”.
   For Windows XP/Server 2003, click the [Start] button, and then click “Printers and Faxes”.
   - If “Printers and Faxes” does not appear in the Start menu, open the Control Panel from the Start menu, select “Printers and Other Hardware”, and then select “Printers and Faxes”.
2. Right-click the printer icon, and then click “Properties”.
3. Click the Option tab.
4. From the “Model” drop-down list, select the name of the model being used.

5 From the drop-down lists for the options, select the name of the option that is installed.

...

Note

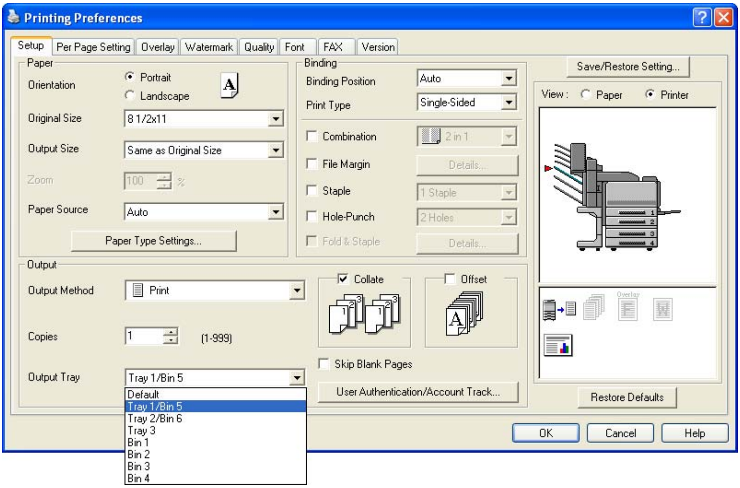
To automatically set the installed options, enter the printer name or IP address of this machine in the “Printer Name or IP Address” box under “Option Information”, and then click the [Gather Option Information] button.

The [Gather Option Information] button can only be used when the SNMP setting is enabled on this machine and the SNMP v1/v2c (IP) setting check box is selected.

When the Mail Bin Kit is installed, you can assign output tray 1 and output tray 2 as mail bins.

To assign the output destination of the mail bins, select “Bin Setting” from “User Setting” — “Output Setting” on the control panel.

If “Printer” is displayed when specifying the output destination in the printer driver, the mail bin that is selected is shown in the figure.



Printing Preferences

Paper

Orientation: ● Portrait ○ Landscape

Original Size: 8 1/2x11

Output Size: Same as Original Size

Zoom: 100 %

Paper Source: Auto

Binding

Binding Position: Auto

Print Type: Single-Sided

☐ Combination: 2 in 1

☐ File Margin

☐ Staple: 1 Staple

☐ Hole-Punch: 2 Holes

☐ Fold & Staple

View: ○ Paper ● Printer

Output

Output Method: Print

Copies: 1 (1-999)

Output Tray: Tray 1/Bin 5

☑ Collate

☐ Offset

☐ Skip Blank Pages

Setup
Per Page Setting
Overlay
Watermark
Quality
Font
FAX
Version
Save/Restore Setting...
Paper Type Settings...
Details...
Details...
User Authentication/Account Track...
Restore Defaults
OK
Cancel
Help
Default
Tray 1/Bin 5
Tray 2/Bin 6
Tray 3
Bin 1
Bin 2
Bin 3
Bin 4
1
2
3
4
Overlay

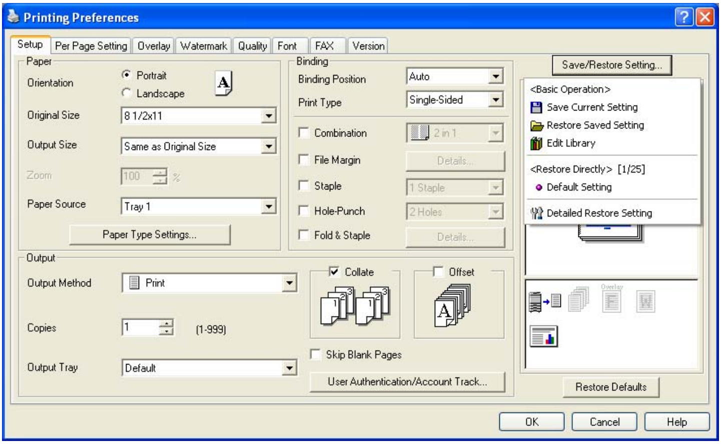
Saving the driver settings

With PCL drivers, you can save the new settings of the driver and recall them as necessary.

To save the driver settings

1 Change the driver settings in the Setup tab and the Per Page Setting tab.

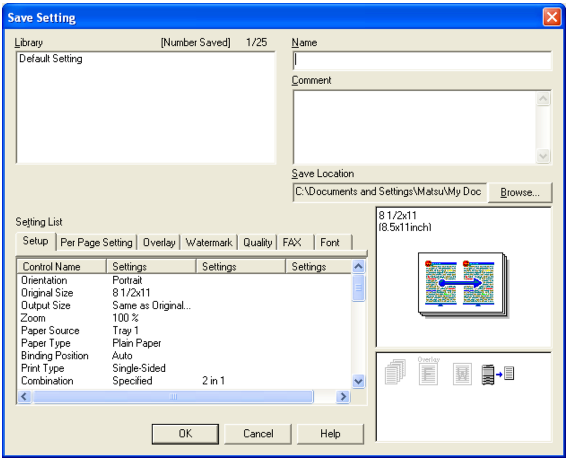
2 Click the [Save/Restore Setting] button, and then select “Save Current Setting”.



Printing Preferences
Setup
Per Page Setting
Overlay
Watermark
Quality
Font
FAX
Version
Paper
Binding
Save/Restore Setting...
<Basic Operation>
Save Current Setting
Restore Saved Setting
Edit Library
<Restore Directly> [1/25]
Default Setting
Detailed Restore Setting
Paper Type Settings...
Details...
Output
Collate
Offset
Skip Blank Pages
User Authentication/Account Track...
Restore Defaults
OK
Cancel
Help

Orientation: ● Portrait ○ Landscape
Original Size: 8 1/2x11
Output Size: Same as Original Size
Zoom: 100 %
Paper Source: Tray 1
Binding Position: Auto
Print Type: Single-Sided
☐ Combination: 2 in 1
☐ File Margin
☐ Staple: 1 Staple
☐ Hole-Punch: 2 Holes
☐ Fold & Staple
Output Method: Print
Copies: 1 (1-999)
Output Tray: Default
☑ Collate
☐ Offset
☐ Skip Blank Pages

3 Enter the file name in the “Name” text box.



Save Setting
Library
[Number Saved] 1/25
Default Setting
Name
Comment
Save Location
Browse...
Setting List
Setup
Per Page Setting
Overlay
Watermark
Quality
FAX
Font
OK
Cancel
Help

Save Location: C:\Documents and Settings\Matsu\My Doc

8 1/2x11
(8.5x11inch)

Control Name	Settings	Settings	Settings
Orientation	Portrait		
Original Size	8 1/2x11		
Output Size	Same as Original...		
Zoom	100 %		
Paper Source	Tray 1		
Paper Type	Plain Paper		
Binding Position	Auto		
Print Type	Single-Sided		
Combination	Specified	2 in 1	

4 Enter a message in the “Comment” text box as necessary.

5 Specify a folder in the “Save Location” box, and then click the [OK] button.

The settings are registered in a library.

✎...

Note

The file extension is “.ksf”.

You can save up to 25 sets of settings in the library.

Up to 40 characters can be entered in the “Name” text box. In Windows 98SE/Me, you can enter up to 40 characters.

Up to 512 characters can be entered in the “Comment” text box. In Windows 98SE/Me, you can enter up to 512 characters.

Viewing the settings

1 Click the [Save/Restore Setting] button on the Printing Preferences dialog box, and then select “Restore Saved Setting”.

2 From the “Library” list, select the desired settings file.

3 Click the [OK] button.

The settings are recalled and displayed in the Printing Preferences dialog box.

Deleting the settings

1 Click the [Save/Restore Setting] button on the Printing Preferences dialog box, and then select “Edit Library”.

2 From the “Library” list, select the desired settings file to be deleted.

3 Click the [Delete] button.

✎...

Note

Even if the settings file is deleted from the “Library” list, it will remain on the HDD of your computer. By specifying the file name in “Save Setting File in Library”, you can save it in the “Library” list.

3.3 Setting up the PostScript driver (Windows)

Selecting the printer

Before printing, specify the model name for this machine.

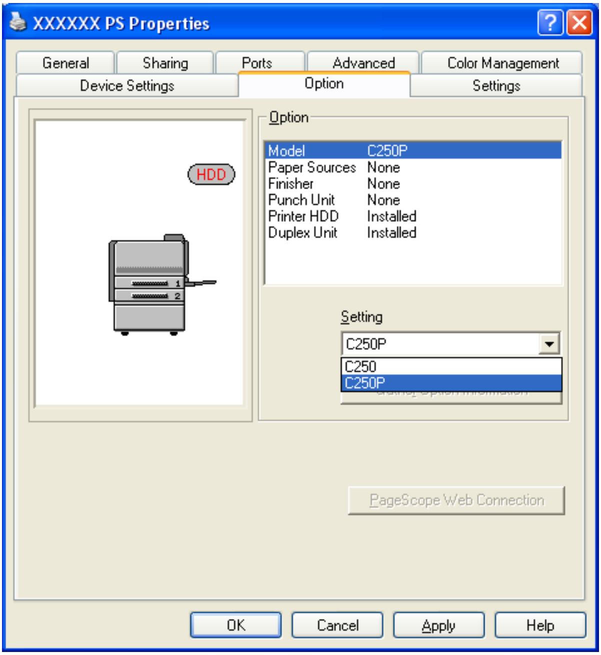
1 For Windows 2000/NT 4.0, click the [Start] button, point to “Settings”, and then click “Printers”.

For Windows XP/Server 2003, click the [Start] button, and then click “Printers and Faxes”.

2 Right-click the icon for the installed printer, and then click “Properties”.

3 Click the Option tab.

4 Select “Model” from the “Option” list, and then select “C250P” from the “Setting” drop-down list.



XXXXXX PS Properties

Option	
Model	C250P
Paper Sources	None
Finisher	None
Punch Unit	None
Printer HDD	Installed
Duplex Unit	Installed

Setting: C250P

General
Sharing
Ports
Advanced
Color Management
Device Settings
Option
Settings
HDD
C250
C250P
PageScope Web Connection
OK
Cancel
Apply
Help

✎...

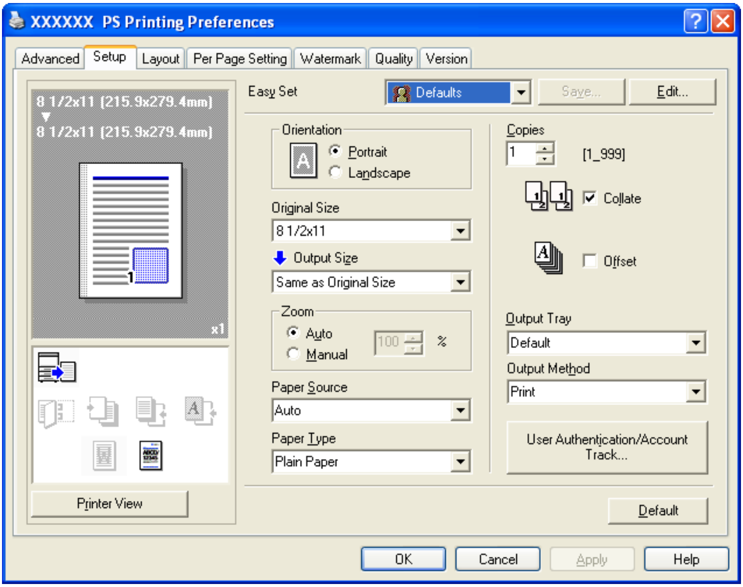
Note

If the model name for this machine is not specified from the Option tab, the appropriate printer driver functions cannot be used. Be sure to specify the settings before printing.

Settings

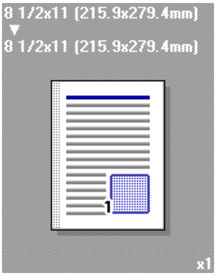
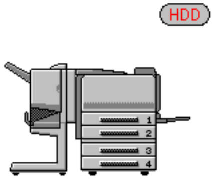
Common settings

The following describes the common settings and buttons that are displayed on all tabs.


XXXXXX PS Printing Preferences
Advanced
Setup
Layout
Per Page Setting
Watermark
Quality
Version
8 1/2x11 [215.9x279.4mm]
8 1/2x11 [215.9x279.4mm]
x1
Printer View
Easy Set
Defaults
Save...
Edit...
Orientation
● Portrait
○ Landscape
Original Size
8 1/2x11
Output Size
Same as Original Size
Zoom
● Auto
○ Manual
100
%
Paper Source
Auto
Paper Type
Plain Paper
Copies
1
[1_999]
☑ Collate
☐ Offset
Output Tray
Default
Output Method
Print
User Authentication/Account Track...
Default
OK
Cancel
Apply
Help

Common setting items

Button	Function
OK	Click this button to close the dialog box and apply any settings that have been changed.
Cancel	Click this button to cancel any settings that have been changed and close the dialog box.
Help	Click this button to display the help for each item on the currently displayed dialog box.
Save	Click this button to save the current settings and to view them at a later time.
Edit	Click this button to change the saved settings.
Default	Click this button to return the settings to their defaults, which were selected when the driver was installed.

Button	**Function**
View	When the [Paper View] button is clicked, a preview of the page layout as specified in the current settings is displayed and a preview image of the print job can be checked. When the [Printer View] button is clicked, a printer figure is displayed showing any options, such as the paper tray, that are installed on this machine.  Paper  Printer

Note

To enable any installed options, you must specify the Option settings. For details, refer to “Specifying the Option tab settings” on page 3-62.

Setup tab

Item	**Function**
Orientation	Specifies the orientation of the image being printed on the paper.
Original Size	Specifies the size of the original document.
Output Size	Specifies the output paper size. Automatically enlarges or reduces when the Original Size setting is changed.
Zoom	Specifies the enlargement and reduction ratio.
Paper Source	Selects the paper source for printing.
Paper Type	Selects the paper type for printing.
Copies	Specifies the number of copies to print.
Collate	Specifies whether to print multiple copies in sets.
Offset	When printing multiple copies, shifts the output position of each set.
Output Tray	Selects the tray where the printed pages are fed to.
Output Method	Specifies output methods, such as “Secured Print” and “Save in User Box”.
User Authentication/ Account Track	Specifies department names and passwords.

Layout tab

Item	Function
Combination	You can print multiple document pages on one page. Details can be specified by clicking the [Combination Details] button.
Rotate 180	Prints the image rotated 180°.
Double Sides	Specifies double-sided printing.
Binding Position	Specifies the binding position.
Staple	Specifies stapling.
Center Staple and Fold	Specifies the folding settings.
Center Erase	Does not print on the folded part of the center binding.
Hole-Punch	Specifies hole punching.

Per Page Setting tab

Item	Function
Front Cover Page	Attaches a front cover page.
Paper Source	Selects the paper tray for the front cover.
Back Cover Page	Attaches a back cover page.
Paper Source	Selects the paper tray for the back cover.
Transparency Interleave	Outputs and inserts interleafs when printing overhead projector transparencies.
Paper Source	Selects the paper tray for the transparency interleaves.

Watermark tab

Item	Function
Watermark	Prints a watermark (text stamp) on the page being printed. Watermarks can be added, changed, or deleted.
Transparent	Prints the watermark with a transparent background.
1st Page Only	Prints the watermark on the first page only.
Repeat	Prints several watermarks on a single page.

Quality tab

Item	Function
Original Image Type	Specifies the contents of the original document. Prints with a quality suitable for the original document.
Select Color	Specifies the color for printing.
Quality Adjustment	Adjusts the image quality. You can select “Simple” to adjust the entire document or “Detailed” to separately adjust the text, photos, and charts in the document.

Item	Function
Download Font Format	Selects the TrueType font type to download when downloading the TrueType fonts and not using the printer fonts.
Use Printer Fonts	Select to enable the substitution setting of the printer fonts. If enabled, the TrueType fonts to be substituted are not downloaded to the printer.

Advanced tab

Item	Function
Advanced Printing Features	Specifies whether to enable detailed print functions (booklet).
PostScript Output Options	Specifies the PostScript file output format.
Send PostScript Error Handler	Specifies whether to print an error report when a PostScript error occurs.
Mirrored Output	Reverses horizontally, then prints.
PostScript Pass Through	Allows applications to print directly without using GDI.

Device Settings tab

Item	Function
Font Substitution Table	Specifies the replacement of TrueType fonts with printer fonts.
Available PostScript Memory	Specifies the usable PostScript memory size.
Output Protocol	Specifies the protocol for transmitting to the printer.
Send CTRL-D Before Each Job	Specifies whether to reset the printer before printing.
Send CTRL-D After Each Job	Specifies whether to reset the printer after printing.
Covert Gray Text to PostScript Gray	Specifies whether to convert gray text in a document to PostScript gray.
Covert Gray Graphics to PostScript Gray	Specifies whether to convert gray graphics in a document to PostScript gray.
Add Euro Currency Symbol to PostScript Fonts	Specifies whether to convert the Euro currency symbol in a document to PostScript fonts.
Job Timeout	Stops printing when a print job is not completed within the specified time.
Wait Timeout	Stops printing when the printer does not receive data within the specified time from when the job was sent.
Minimum Font Size to Downloaded as Outline	Specifies the minimum font size (pixels) when downloading TrueType fonts as outline fonts. Fonts smaller than the minimum specified size are downloaded as bitmap fonts.
Maximum Font Size to Download as Bitmap	Specifies the maximum font size (pixels) when downloading TrueType fonts as bitmap fonts. Fonts larger than the maximum specified size are downloaded as outline fonts.

✎...

Note

To display the Device Settings tab in Windows 2000/XP/NT 4.0/Server 2003, right-click the icon of the installed printer, and then click “Properties”.

Option tab

Item	Function
Option	Specifies the options that are installed on this machine.
Gather Option Information	Communicates with this machine and reads the status of the installed options.
PageScope Web Connection	Starts up PageScope Web Connection.

✎...

Note

To display the Device Information tab in Windows 2000/XP/NT 4.0/Server 2003, right-click the icon of the installed printer, and then click “Properties”.

You cannot click the [Gather Option Information] button if you are not connected to or able to communicate with this machine.

Settings tab

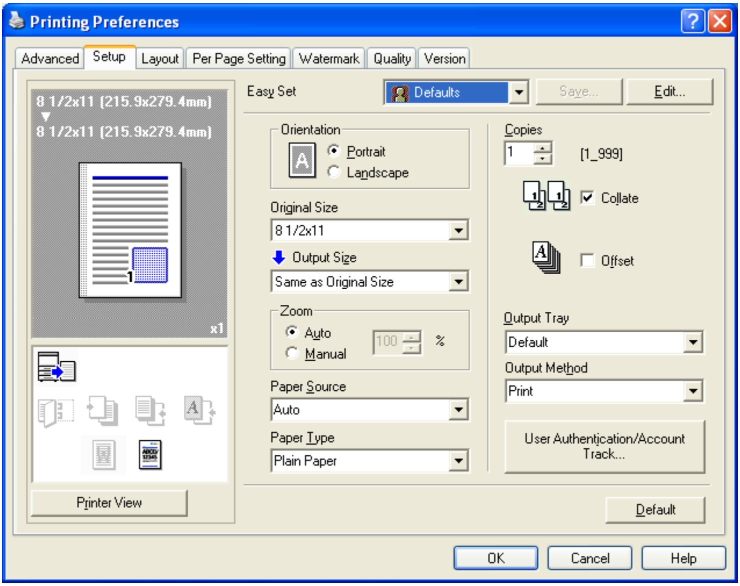
Item	Function
Display Constraint Message	Displays a message when you want to perform a function that cannot be set when the printer driver is being used.
Use Print Server Properties Form	Uses the added registered paper in [Server Properties].

✎...

Note

To display the Settings tab in Windows 2000/XP/NT 4.0/Server 2003, right-click the icon of the installed printer, and then click “Properties”.

Specifying the Setup tab settings



Printing Preferences

8 1/2x11 (215.9x279.4mm)
▼
8 1/2x11 (215.9x279.4mm)

Easy Set: Defaults

Orientation: ● Portrait ○ Landscape

Original Size: 8 1/2x11

Output Size: Same as Original Size

Zoom: ● Auto ○ Manual 100 %

Paper Source: Auto

Paper Type: Plain Paper

Copies: 1 [1_999]

☑ Collate

☐ Offset

Output Tray: Default

Output Method: Print

Advanced
Setup
Layout
Per Page Setting
Watermark
Quality
Version
x1
Save...
Edit...
Printer View
User Authentication/Account Track...
Default
OK
Cancel
Help

Printing to suit the paper size

You can enlarge or reduce documents created when printing to match the output paper size.

1 Click the Setup tab.

2 From the “Original Size” and “Output Size” drop-down lists, select the desired settings.

  - You can also specify any enlargement or reduction ration in the “Zoom” box.

Note

If the paper size is other than the custom size, select the desired settings after specifying the settings in Custom Size.

When “W” is selected for each standard paper size in the printer driver, the data can be centered and printed.

For example, if 8 1/2 × 11 size data is created and you want to center and print on 11 × 17 size paper, specify “8 1/2 × 11 W” as the paper size in the printer driver and specify “Tray 1” or “Bypass Tray” as the paper source.

To print, load 11 × 17 paper in the tray (“Tray 1” or “Bypass Tray”) that is specified in the printer driver, and then select “Paper Tray” in the control panel and follow the steps described below to specify the paper size for the paper tray that is used.

Select [8 1/2 × 11 W].
Enter the 11 × 17 paper size in [Oversize Paper].

Saving a custom sizes

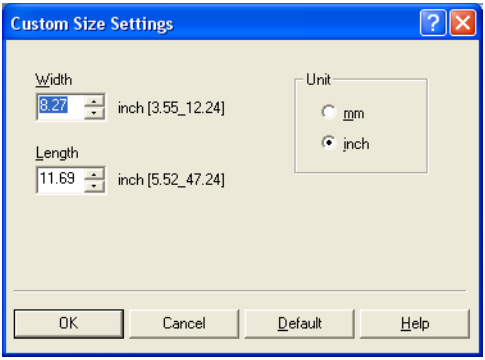
A custom size can be specified and saved in advance as described below.

1 From the “Original Size” and “Output Size” drop-down lists, select “Custom Size Settings”.

The Custom Size Settings dialog box appears.

2 Specify settings for the following:

- Size: Specify the width and length of the custom size according to the selected measurement units.



Custom Size Settings

Width: 8.27 inch [3.55_12.24]

Length: 11.69 inch [5.52_47.24]

Unit: ○ mm ● inch

3 Click the [OK] button.

Note

If using long paper, specify the size of the long paper in Custom Size. For details, refer to “Printing on Banner Paper” on page 9-35.

Selecting the output method

Not only can you print directly, but you can select “Secured Print”, which requires a password to print, or “Save in User Box”, which saves documents in the HDD.

1 Click the Setup tab.

2 From the “Output Method” drop-down list, select the output method.

- Print: Select this setting to print immediately.
- Secure Print: Select this setting to save the document to be printed in the secured box of this machine. In order to print, you will be required to enter the user ID and password from this machine’s control panel. Select this setting when printing highly confidential documents. (Up to 100 documents)
- Save in User Box: Select this setting to save the document to be printed in a box on this machine.
- Save in User Box and Print: Select this setting to save the document in a box and print it at the same time.
- Proof and Print: Select this setting to temporarily stop printing after part of the document has been printed. Select this setting to avoid misprinting large print jobs.

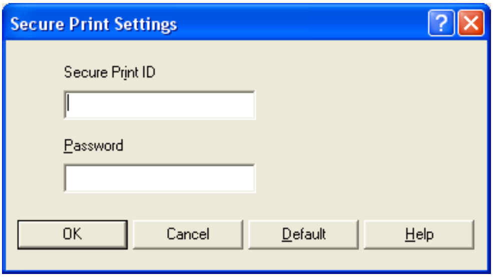
✎...

Note

If the password rules have been enabled on the machine, specify a password that contains 8 digits.

Secured printing

If “Secure Print” was selected, enter the secure print ID and password in the dialog box that appeared.

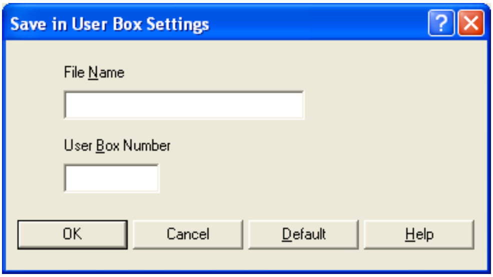


Note

To print the document, select "Secure Print" in the Job Operation menu of the machine's control panel, and then enter the ID and password. For details, refer to "Managing print jobs" on page 9-25.

Save in User Box

When "Save in User Box" or "Save in User Box and Print" is selected, specify the file name and user box number in the dialog box that appears for entering the file name and user box number.



Note

To print the document, enter the box number and password in the Job Operation menu of the machine's control panel. For details, refer to "Managing print jobs" on page 9-25.

Proof and printing

When a print job is sent, this machine stops printing temporarily after part of the document has been printed. The remaining print job is stored in this machine as a print job. When printing multiple copies, you can print the remaining part of the print job after checking the print results.

Note

To print the document, select it in the Job Operation menu of the machine's control panel. For details, refer to "Managing print jobs" on page 9-25.

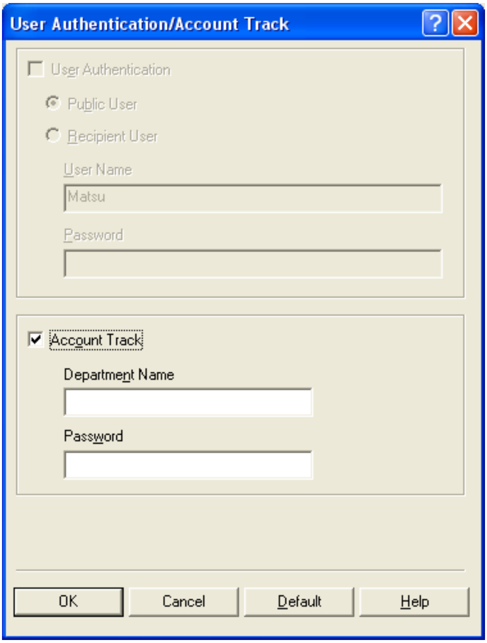
Specifying Account Track settings

If account track settings have been specified on this machine, you must enter an department name and password in order to print a job.

1 Click the Setup tab.

2 Click the User Authentication/Account Track button.

3 Select the “Account Track” check box, and then enter the department name and password.



User Authentication/Account Track

☐ User Authentication

● Public User

○ Recipient User

User Name: Matsu

Password:

☑ Account Track

Department Name:

Password:

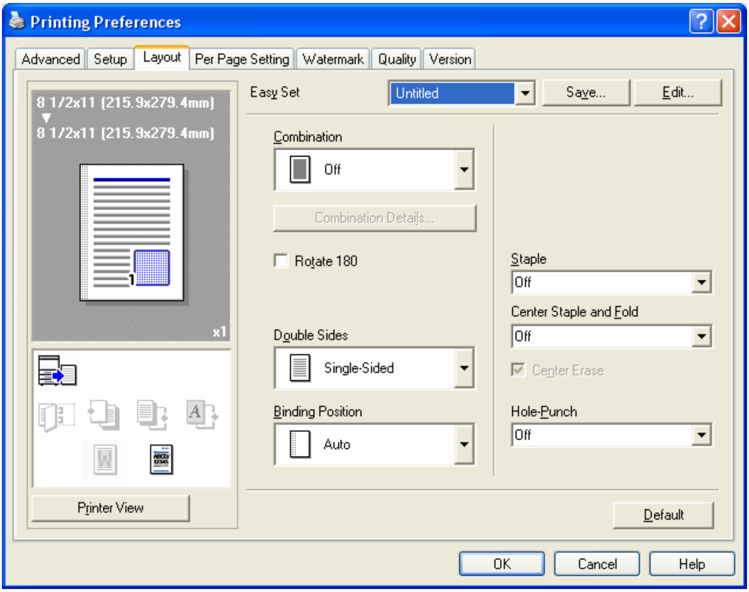
Note

Printing is not possible if a print job is sent using an account name or password that is not registered with the account track settings of the machine or if a job is sent without the “Account Track” check box selected.

Even a registered account cannot print if it is not given printing permissions.

For details on account management, contact the administrator of this machine.

Specifying the Layout tab settings



Printing Preferences

Advanced | Setup | Layout | Per Page Setting | Watermark | Quality | Version

8 1/2x11 (215.9x279.4mm)
▼
8 1/2x11 (215.9x279.4mm)

Easy Set: Untitled

Combination: Off

Combination Details...

☐ Rotate 180

Double Sides: Single-Sided

Binding Position: Auto

Staple: Off

Center Staple and Fold: Off

☑ Center Erase

Hole-Punch: Off

x1
Save...
Edit...
Printer View
Default
OK
Cancel
Help

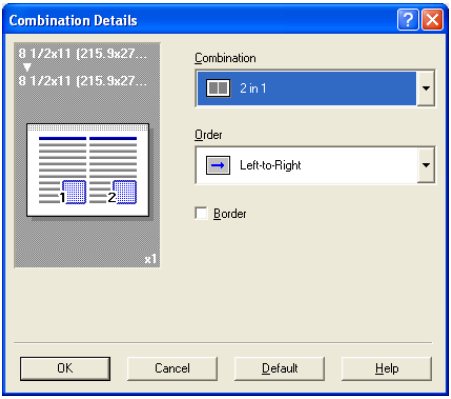
Printing multiple pages on one page (N in 1)

You can print multiple document pages on one page. You can also specify the "Booklet" setting to fold the printouts in two to make a booklet.

1 Click the Layout tab.

2 From the "Combination" drop-down list, select the number of pages to be printed on one page.

To change the border line and printing order settings, click the [Combination Details] button, and then change the settings in the dialog box that appears.



Combination: 2 in 1

Order: Left-to-Right

☐ Border

Note

When printing a job that contains pages of different sizes and orientations, images may be missing or overlapping when the document is printed.

Double-sided printing

You can print a document onto both sides of a page. This comes in handy when you want to bind multiple-page documents.

1 Click the Layout tab.

2 From the "Double Sides" drop-down list, select "Double-Sided".

Note

The double-sided printing function is available only when the optional auto duplex unit is installed.

Setting the file margin

File margins are added to the document before it is printed.

1. Click the Layout tab.
2. From the “Binding Position” drop-down list, select the position of the binding margin.

Stapling

Multiple-page documents can be stapled.

1. Click the Layout tab.
2. From the “Staple” drop-down list, specify the number of staples and the stapling position.

✎...

Note

The staple function is available only when optional Finisher is installed.

✎...

Note

Depending on the selected Binding Position setting, different stapling positions are available.

The number of staples that can be selected varies depending on the finisher that is installed.

When optional finisher FS-501 is installed, “1 staple” can be set. When optional finisher FS-514 or FS-603 is installed, “1 staple” or “2 staples” can be set.

Center Binding

You can specify to center staple and fold a printed document.

1 Click the Layout tab.

2 From the “Center Staple and Fold” drop-down list, select “Center Staple and Fold”.

3 To avoid printing on the folded part of the document, select the “Center Erase” check box.

✎...

Note

“Center Staple and Fold” cannot be specified if “Staple” or “Punch” has been selected.

“Center Staple and Fold” is available if optional finisher FS-603 or if saddle stitcher SD-503 is installed on optional finisher FS-514 is installed. “Center Erase” is available only if finisher FS-603 is installed.

The available center binding and folding settings differ depending on the finisher that is installed. When FS-514 is installed, in addition to “Fold & Staple” (which folds the documents in half before stapling them), “Center Staple” (which binds documents with staples at the center) and “Fold” (which folds documents in half) are available. When FS-603 is installed, only “Center Staple and Fold” is available.

Hole punching

Holes can be punched into the printed document.

1 Click the Layout tab.

2 From the drop-down list, select whether two or three holes are to be punched.

✎...

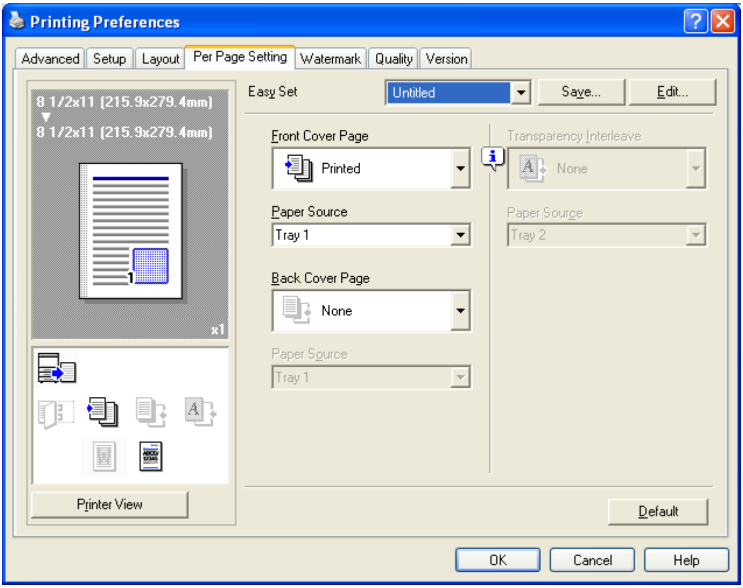
Note

The hole punch function is available only when optional finisher FS-603 and punch kit PK-501 are installed or when optional finisher FS-514 and punch kit PK-510 are installed.

Note

Depending on the selected Binding Position setting, different hole-punching positions are available.

Specifying the Per Page Setting tab settings


Printing Preferences
Advanced
Setup
Layout
Per Page Setting
Watermark
Quality
Version
8 1/2x11 (215.9x279.4mm)
8 1/2x11 (215.9x279.4mm)
x1
Printer View
Save...
Edit...
Default
OK
Cancel
Help

Easy Set: Untitled

Front Cover Page: Printed

Paper Source: Tray 1

Back Cover Page: None

Paper Source: Tray 1

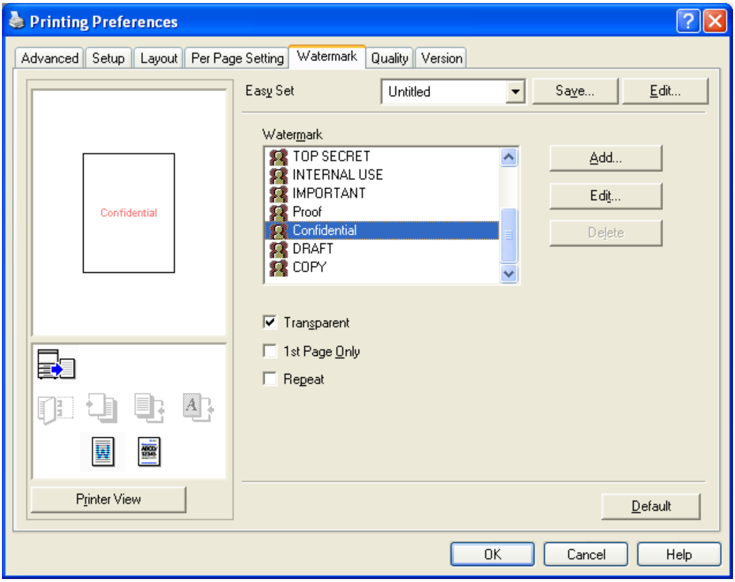
Transparency Interleave: None

Paper Source: Tray 2

Printing documents with a front cover/back cover

1. Click the Per Page Setting tab.
2. From the “Front Cover Page” and “Back Cover Page” drop-down lists, select the desired printing settings.
   - To print on the front cover and back cover, select “Printed”. To only add a blank page, select “Blank”.
3. Select the paper tray that contains the loaded paper for the front cover and back cover.

Specifying the Watermark tab settings


Printing Preferences
Advanced
Setup
Layout
Per Page Setting
Watermark
Quality
Version
Easy Set
Untitled
Save...
Edit...
Confidential
Printer View
Watermark
TOP SECRET
INTERNAL USE
IMPORTANT
Proof
Confidential
DRAFT
COPY
Add...
Edit...
Delete
☑ Transparent
☐ 1st Page Only
☐ Repeat
Default
OK
Cancel
Help

Printing a watermark

You can print specific text in the background as a watermark.

1 Click the Watermark tab.

2 From the drop-down list, select the watermark that you want to print.

3 Specify settings for the following:

- Transparent: The watermark is transparent.
- 1st Page Only: Prints the watermark only on the first page.
- Repeat: Prints several watermarks on one page.

...

Note

If "Booklet" was selected in the "Combination" drop-down list, the watermark is not printed.

Editing a watermark

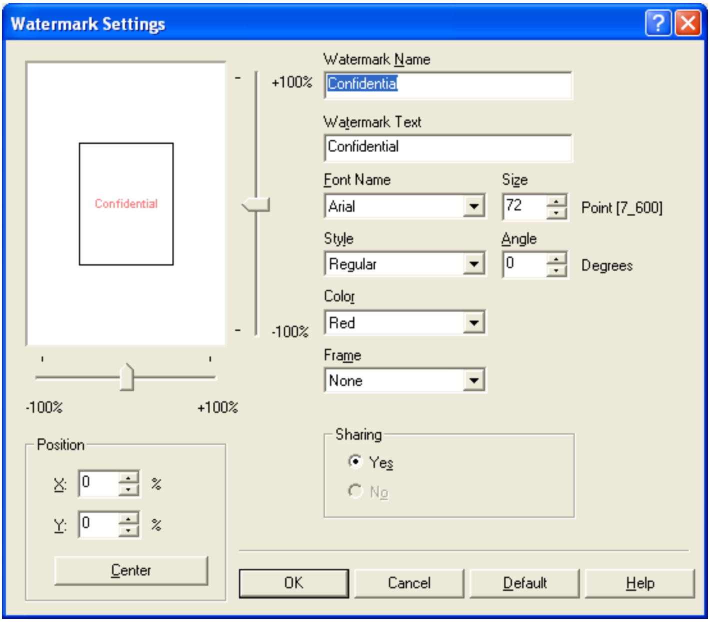
You can change the fonts and position of the watermark, and you can register a new watermark.

1 Click the Watermark tab.

2 To create a watermark, click the [Add] button.

- To change a watermark, select the watermark to be changed, and then click the [Edit] button.

3 Specify settings for the following:



Watermark Name: Confidential
Watermark Text: Confidential
Font Name: Arial
Size: 72 Point [7_600]
Style: Regular
Angle: 0 Degrees
Color: Red
Frame: None
Sharing: ● Yes ○ No
Position X: 0 %
Y: 0 %

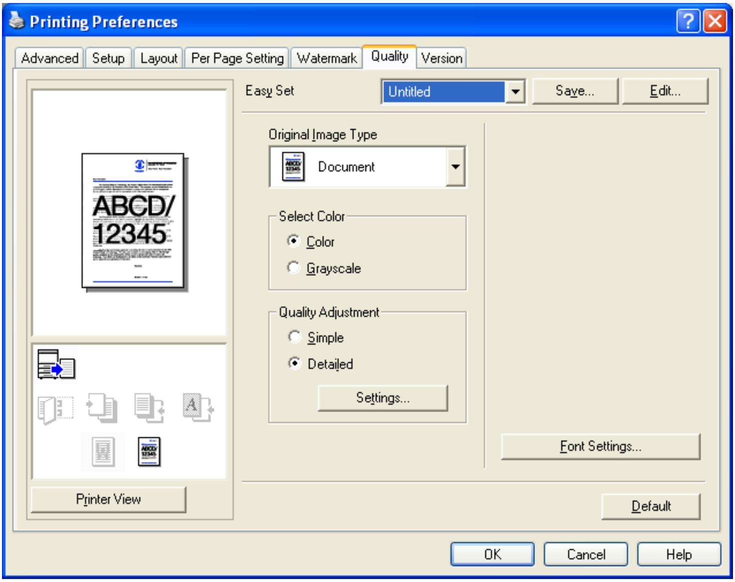
- Watermark Name: Specify the watermark name being registered.
- Watermark text: Enter the watermark text.
- Font Name, Size, Style, Angle, Color, and Frame: Specify the font, character size, style, text angle, color, and frame of the watermark.
- Position: Use the horizontal and vertical scroll bars to specify the watermark position.
- Sharing: Select whether to register the watermark as public or private.

...

Note

Only the administrator can select a setting under "Sharing".

Specifying the Quality tab settings


Printing Preferences
Advanced
Setup
Layout
Per Page Setting
Watermark
Quality
Version
Easy Set
Untitled
Save...
Edit...
Original Image Type
Document
Select Color
Color
Grayscale
Quality Adjustment
Simple
Detailed
Settings...
Font Settings...
Printer View
Default
OK
Cancel
Help

Specifying settings

1 Click the Quality tab.

2 Specify settings for the following:

Original Image Type	Select the contents of the original document to print with a quality suitable for the original document. Document: Select this setting to print with a quality suitable for documents containing mostly text. Photo: Select this setting to print with a quality suitable for photos. DTP: Select this setting to print with a quality suitable for documents produced using a DTP application. WEB: Select this setting to print with a quality suitable for Web page printing. CAD: Select this setting to print with a quality suitable for CAD data printing.
Select Color	Select the color for printing. Color: Select this setting to print in color. Grayscale: Select this setting to print in grayscale.
Quality Adjustment	Adjust the image quality. Detailed: Select this setting to separately adjust the text, photos, and charts in the document.

Font settings

You can replace the TrueType fonts used in Windows with the printer fonts of this machine.

1 Click the [Font Settings] button.

2 Specify settings for the following:

- Download Font Format: Select the TrueType font type to download when downloading the TrueType fonts and not using the printer fonts.
- User Printer Fonts: Select to enable the substitution setting of the printer fonts. If enabled, the TrueType fonts to be substituted are not downloaded to the printer.

✎...

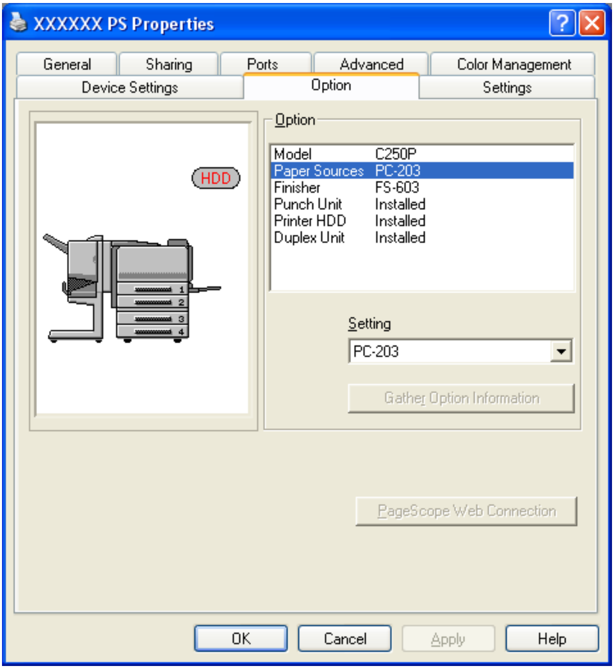
Note

Using the printer fonts will shorten the printing time, however, there may be a difference in the screen display and the print results.

When using TrueType fonts, select from the “Download Font Format” drop-down list the font type to be downloaded to the printer.

Specify the font replacement list from the Device Settings tab.

Specifying the Option tab settings


XXXXXX PS Properties
General
Sharing
Ports
Advanced
Color Management
Device Settings
Option
Settings
HDD
1
2
3
4
Gather Option Information
PageScope Web Connection
OK
Cancel
Apply
Help

Option

Model	C250P
Paper Sources	PC-203
Finisher	FS-603
Punch Unit	Installed
Printer HDD	Installed
Duplex Unit	Installed

Setting: PC-203

Select the name of the model and specify whether or not options are installed so that the options installed on the machine can be used from the printer driver.

Note

If the installed options are not set from the Option tab, the function for the option cannot be used with the printer driver. When installing options, be sure to specify the correct settings.

Specifying settings

1 For Windows 2000/NT 4.0, click the [Start] button, point to “Settings”, and then click “Printers”.
For Windows XP/Server 2003, click the [Start] button, and then click “Printers and Faxes”.

   – If “Printers and Faxes” does not appear in the Start menu, open the Control Panel from the Start menu, select “Printers and Other Hardware”, and then select “Printers and Faxes”.

2 Right-click the printer icon, and then click “Properties”.

3 Click the Option tab.

4 Select “Model” from the list, and then select the name of the model being used from the drop-down list below.

5 Select an installed option, and then select a setting from the drop-down list below.

...

Note

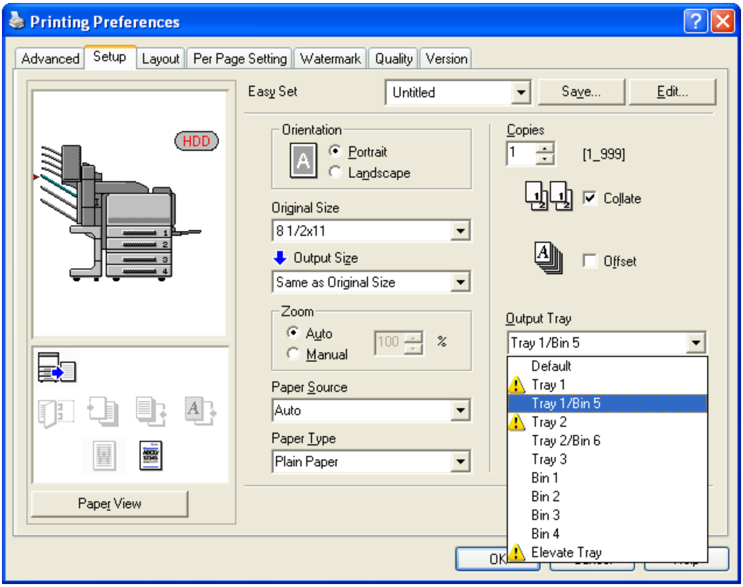
To automatically register the installed options in the “Option” list, click the [Gather Option Information] button when connected to the machine.

The [Gather Option Information] button can only be used when the SNMP setting is enabled on this machine and the SNMP v1/v2c (IP) setting check box is selected.

When the Mail Bin Kit is installed, you can assign output tray 1 and output tray 2 as mail bins.

To assign the output destination of the mail bins, select “Bin Setting” from “User Setting” — “Output Setting” on the control panel.

If “Printer” is displayed when specifying the output destination in the printer driver, the mail bin that is selected is shown in the figure.



Easy Set: Untitled

Orientation: ● Portrait ○ Landscape

Original Size: 8 1/2x11

Output Size: Same as Original Size

Zoom: ● Auto ○ Manual 100 %

Paper Source: Auto

Paper Type: Plain Paper

Copies: 1 [1_999]

☑ Collate

☐ Offset

Output Tray: Tray 1/Bin 5

Printing Preferences
Advanced
Setup
Layout
Per Page Setting
Watermark
Quality
Version
Save...
Edit...
HDD
Paper View
Default
Tray 1
Tray 1/Bin 5
Tray 2
Tray 2/Bin 6
Tray 3
Bin 1
Bin 2
Bin 3
Bin 4
Elevate Tray
OK

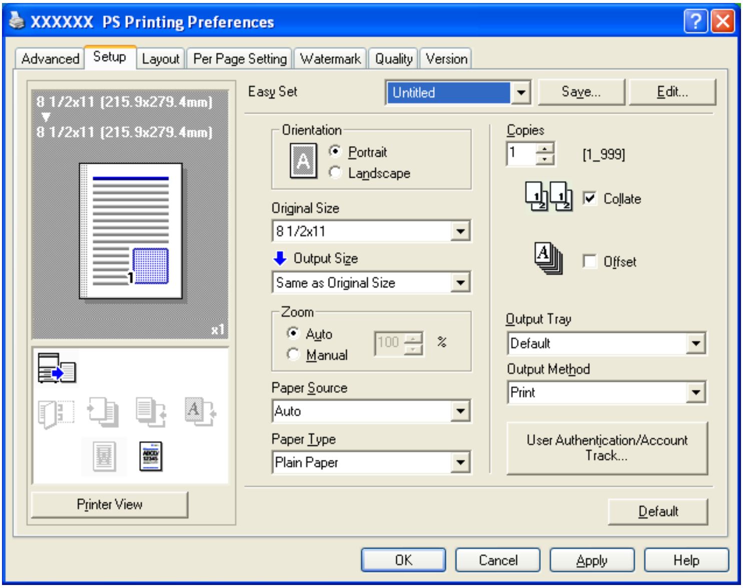
Saving the driver settings

With PostScript drivers, you can save the new settings of the driver and recall them as necessary.

To save the driver settings

1 Change the driver settings in the Setup tab and the Layout tab.

2 Click the [Save] button.


XXXXXX PS Printing Preferences
Advanced
Setup
Layout
Per Page Setting
Watermark
Quality
Version
8 1/2x11 [215.9x279.4mm]
8 1/2x11 [215.9x279.4mm]
x1
Save...
Edit...
User Authentication/Account Track...
Printer View
Default
OK
Cancel
Apply
Help

Easy Set: Untitled

Orientation: ● Portrait ○ Landscape

Original Size: 8 1/2x11

Output Size: Same as Original Size

Zoom: ● Auto ○ Manual 100 %

Paper Source: Auto

Paper Type: Plain Paper

Copies: 1 [1_999]

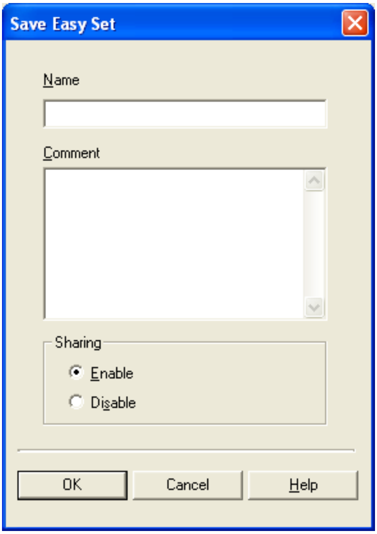
☑ Collate

☐ Offset

Output Tray: Default

Output Method: Print

3 Enter the file name in the “Name” text box.



4 Enter a message in the “Comment” text box as necessary.

5 Specify whether to share the driver settings being saved with other users.

6 Click the [OK] button.

The settings are registered in a library.

...

Note

The file extension is “.ksf”.

You can save up to 25 sets of settings in the library.

Only the administrator can select a setting under “Sharing”.

Viewing the settings

Select the settings to restore from the “Easy Set” drop-down list on the Printing Preferences dialog box.

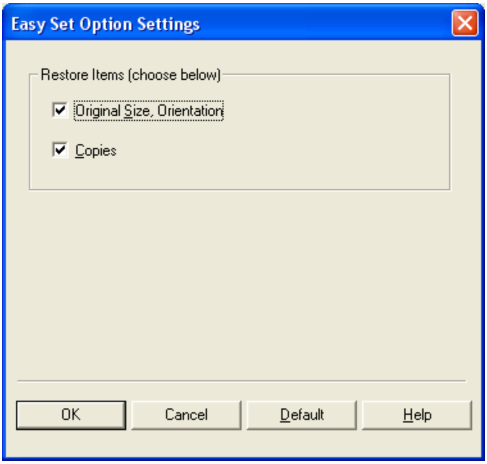
The setting values are recalled, and the Printing Preferences dialog box appears again.

Changing the settings

1 On the Printing Preferences dialog box, click the [Edit] button.

2 From the list, select the file that you want to change, and then change the settings. To delete the file, click the [Delete] button.

3 Click the [Options] button, check the settings to recall, and then click the [OK] button.



Restore Items (choose below)

☑ Original Size, Orientation

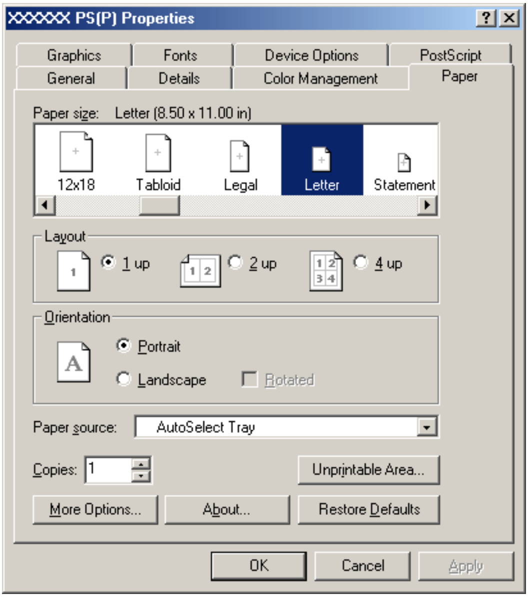
☑ Copies

Easy Set Option Settings
OK
Cancel
Default
Help

4 Click the [OK] button.

3.4 Setting up the PPD driver (Windows)

Settings


XXXXXX PS(P) Properties
Graphics
Fonts
Device Options
PostScript
General
Details
Color Management
Paper
Paper size: Letter (8.50 x 11.00 in)
12x18
Tabloid
Legal
Letter
Statement
Layout
● 1 up
○ 2 up
○ 4 up
Orientation
● Portrait
○ Landscape
☐ Rotated
Paper source: AutoSelect Tray
Copies: 1
Unprintable Area...
More Options...
About...
Restore Defaults
OK
Cancel
Apply

Paper tab

Item	Function
Paper size	Specifies the paper size.
Layout	Specifies the number of pages printed on one page.
Orientation	Specifies the orientation.
Rotated	Rotates the paper.
Paper source	Selects the paper tray.
Copies	Specifies the number of copies to print.
More Options	Specifies the paper type and output device.

Graphics tab

Item	Function
Resolution	Specifies the print resolution.
Color Control	Specifies whether to adjust the color to that on the screen.
Halftoning	Specifies the halftone number of lines and the pattern angle.
Special	Prints a negative or mirror image.
Scaling	Specifies the enlargement and reduction ratio.

Device Options tab

To specify the following printer-specific options, right-click the printer icon in the Printers window, and then click “Properties” in the menu that appeared.

Item	Function
Collated	Specifies whether to print multiple copies in sets.
Offset	When printing multiple copies, shifts the output position of each set.
Binding Position	Specifies the binding position.
Duplex	Specifies double-sided printing.
Combination	Specifies booklet printing.
Staple	Performs stapling.
Punch	Performs hole punching.
Fold	Performs folding.
Center Erase	Does not print on the folded part of the center binding.
Front Cover Page	Attaches a front cover page.
Paper Tray (Front Cover Page)	Selects the paper tray for the front cover.
Back Cover Page	Attaches a back cover page.
Paper Tray (Back Cover Page)	Selects the paper tray for the back cover.
Transparency Interleave	Inserts interleaves between overhead projector transparencies.
Paper Tray (Transparency Interleave)	Selects the paper tray for the transparency interleaves.
Wait Mode	Temporarily stops printing after part of the document has been printed so that the proof print can be checked.
Select Color	Specifies whether to print in color or grayscale.
Original Image Type	Prints with a quality suitable for the original document.
Color Matching (Text)	Adjusts the color quality of the text in a document.
Pure Black (Text)	Specifies whether to print the text in a document in grayscale.
Screen (Text)	Specifies screening of the text in a document.

Item	Function
Color Matching (Photo)	Adjusts the color quality of photos in a document.
Pure Black (Photo)	Specifies whether to print the photos in a document in grayscale.
Screen (Photo)	Specifies screening of photos in a document.
Smoothing (Photo)	Specifies smoothing of photos in a document.
Color Setting (Graphic)	Adjusts the color quality of charts and graphs in a document to the text or photo settings.
Smoothing (Graphic)	Adjusts the smoothing process of charts and graphs in a document to the text or photo settings.

You can specify the following options by right-clicking the printer icon in the Printers window, then clicking "Properties".

Device option tab

Item	Function
Available printer memory	Specifies the memory installed on this machine.
Installable options	Specifies the options installed on this machine.

PostScript tab

Item	Function
PostScript output format	Specifies the PostScript file output method.
PostScript header	Specifies whether to transmit header information to the printer.
Print PostScript error information	Specifies whether to print PostScript error reports.
PostScript timeout values	Specifies the time for a timeout.

Fonts tabs

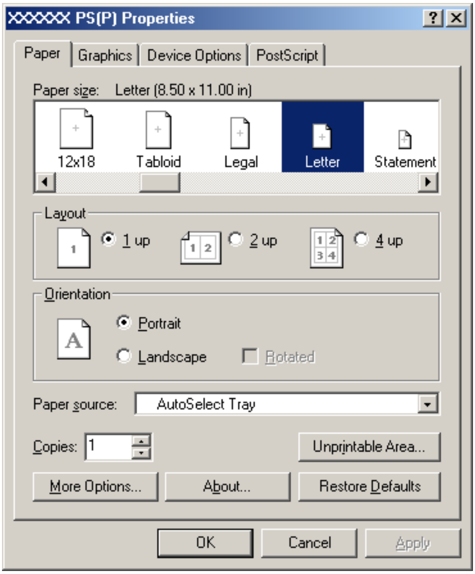
Item	Function
Send TrueType fonts to printer according to the fonts Substitution Table	Prints the font specified in the Font Substitution Table with printer fonts. The Font Substitution Table can be edited by clicking the [Edit the Table] button.
Always use built-in printer fonts instead of TrueType fonts	Prints all fonts with printer fonts.
Always use TrueType fonts	The printer fonts are not substituted.
Send Fonts As	Specifies the font transmission method.

Specifying the Paper tab settings

You can specify the orientation and number of pages to be printed on one page when printing.

Specifying settings

1 Click the Paper tab.


XXXXXX PS(P) Properties
?
Paper
Graphics
Device Options
PostScript
12x18
Tabloid
Legal
Letter
Statement
Layout
2 up
4 up
Orientation
Landscape
☐ Rotated
Unprintable Area...
More Options...
About...
Restore Defaults
OK
Cancel
Apply

Paper size: Letter (8.50 x 11.00 in)

Layout: ● 1 up ○ 2 up ○ 4 up

Orientation: ● Portrait ○ Landscape ☐ Rotated

Paper source: AutoSelect Tray

Copies: 1

2 Specify settings for the following:

- Paper size: Select the paper size.
- Layout: Select the number of pages to be printed on one page (N in 1 printing).
- Orientation: Select the orientation.
- Rotated: Select this check box to rotate the paper.
- Paper source: Select the paper tray.
- Copies: Specify the number of copies to print.
- More Options: Specify the paper type and output device.

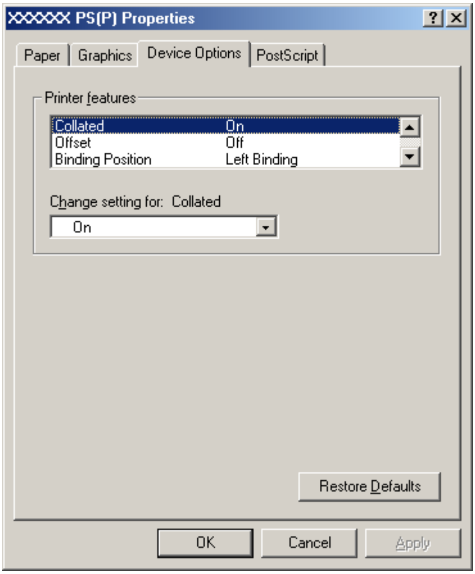
Specifying the Device Options tab settings

From the Device Options tab, you can specify advanced functions, such as finishing functions and color adjustments.

Specifying settings

1 Click the Device Options tab.

2 Select a function, and then select the setting from the "Change setting for" drop-down list.



XXXXXX PS(P) Properties

Printer features

Collated	On
Offset	Off
Binding Position	Left Binding

Change setting for: Collated

On

Paper
Graphics
Device Options
PostScript
Restore Defaults
OK
Cancel
Apply

✎...

Note

For the functions and settings that can be specified, refer to “Settings” on page 3-68.

“Center Staple and Fold” cannot be specified if “Staple” or “Punch” has been selected.

The available center binding and folding settings differ depending on the finisher that is installed. When FS-514 is installed, in addition to “Fold & Staple” (which folds the documents in half before stapling them), “Center Staple” (which binds documents with staples at the center) and “Fold” (which folds documents in half) are available. When FS-603 is installed, only “Center Staple and Fold” is available.

The number of staples that can be selected varies depending on the finisher that is installed.

When optional finisher FS-501 is installed, “1 staple” can be set. When optional finisher FS-603 or FS-514 is installed, “1 staple” or “2 staples” can be set.

✎...

Note

The double-sided printing function is available only when the optional auto duplex unit is installed.

“Staple” is available only if the optional finisher is installed.
“Punch” is available only when optional finisher FS-603 and punch kit PK-501 are installed or when optional finisher FS-514 and punch kit PK-510 are installed.

“Center Staple and Fold” is available if optional finisher FS-603 or if saddle stitcher SD-503 is installed on optional finisher FS-514 is installed.
“Center Erase” is available only if finisher FS-603 is installed.

Specifying the options

You can specify the options installed on this machine so that they can be used from the printer driver.

✎...

Note

If the installed options are not set from the Device Options tab, the function for the option cannot be used with the printer driver. When installing options, be sure to specify the correct settings.

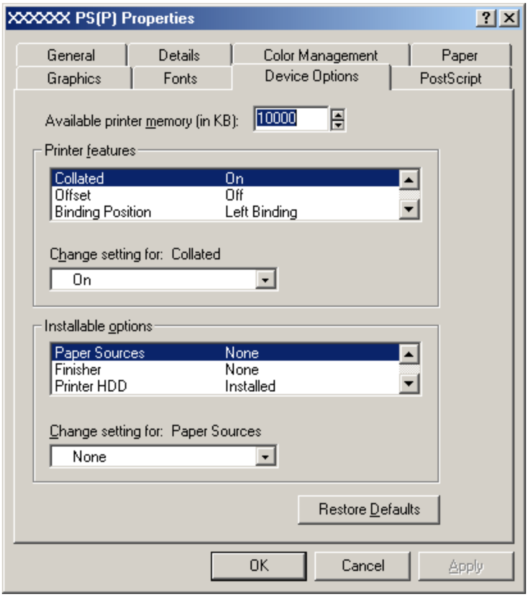
To select an option

1 For Windows 98SE/Me, click the [Start] button, point to "Settings", and then click "Printers".

2 Right-click the printer icon, and then click "Properties".

3 Click the Device Options tab.

4 Select a function, and then select the setting from the "Change setting for" drop-down list.



XXXXXX PS(P) Properties

Available printer memory (in KB): 10000

Printer features

Collated	On
Offset	Off
Binding Position	Left Binding

Change setting for: Collated

On

Installable options

Paper Sources	None
Finisher	None
Printer HDD	Installed

Change setting for: Paper Sources

None

General
Details
Color Management
Paper
Graphics
Fonts
Device Options
PostScript
Restore Defaults
OK
Cancel
Apply

Note

For the functions and settings that can be specified, refer to “Settings” on page 3-68.

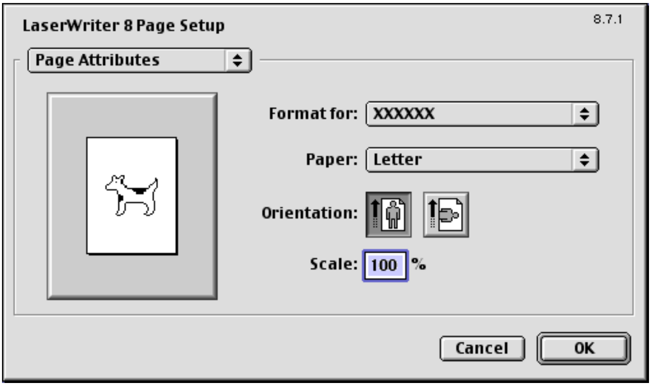
3.5 Setting up the PPD driver (Mac OS 9.2)

Settings

The functions of this machine can be specified on the Paper Setup and Print dialog boxes displayed from an application.

The settings can only be applied while using the application. When the application is exited, the settings return to their defaults.

Page Setup dialog box


LaserWriter 8 Page Setup
8.7.1
Page Attributes
Cancel
OK

Format for: XXXXXX

Paper: Letter

Orientation:

Scale: 100 %

Page Setup items

Menu	Item	Function
Page Attributes	Paper	Specifies the paper size.
	Orientation	Specifies the orientation.
	Scale	Specifies the enlargement and reduction ratio.
PostScript Options	Flip Horizontal	Prints the image flipped horizontally.
	Flip Vertical	Prints the image flipped vertically.
	Invert Image	Prints a negative image.
	Substitute Fonts	Replaces some fonts with printer fonts.
	Smooth Text	Smooths text data.
	Smooth Graphics	Smooths graphic data.
	Precision Bitmap Alignment	Corrects jagged graphic images.
	Unlimited Downloadable Fonts	Does not limit downloading screen fonts.
Custom Page Sizes	Units	Selects the measurement unit.
	Paper Size	Specifies any paper size.
	Margins	Specifies the paper margins.
	Custom Page Size Name	Enters the registered name for the specified paper size and margin after the [OK] button is clicked.

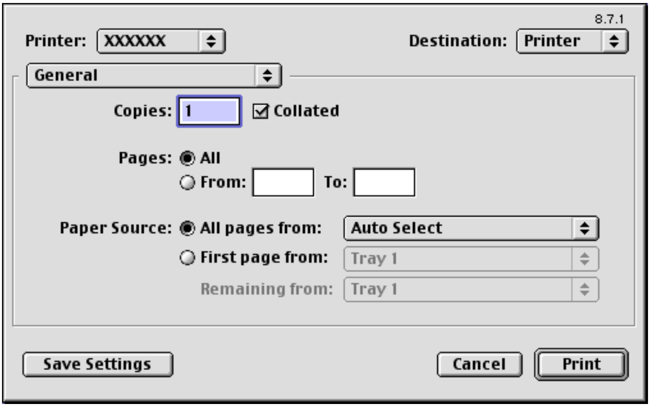
✎...

Note

Depending on the application, “Page Setup” may be displayed as “Paper Setup”. In addition, you may have to select “Paper Setup”, then “Options” from the “File” menu.

The dialog boxes differ depending on the application.

Print dialog box



Printer: XXXXXX

Destination: Printer

General

Copies: 1 ☑ Collated

Pages: ● All

○ From: To:

Paper Source: ● All pages from: Auto Select

○ First page from: Tray 1

Remaining from: Tray 1

Print items

Menu	Item	Function
General	Copies	Specifies the number of copies to print.
	Collated	Prints multiple copies in sets.
	Pages	Specifies the page range to print.
	Paper Source	Selects the paper tray.
Color Matching	Print Color	Specifies the color for printing.
	Intent	Selects the matching method.
	Printer Profile	Specifies the color adjustment profile of the output device.
Background Printing	Print in	Specifies background printing.
	Print Time	Specifies the priority level and print time.
Save as File	Format	Specifies the output format of the PostScript file.
	PostScript Level	Specifies the PostScript level.
	Data Format	Specifies the format to save a document.
	Font Inclusion	Specifies whether to include the font data on a file.
Font Settings	Font Documentation	Adds information to the font key.
	Font Downloading	Specifies the conditions to download fonts.

Menu	Item	Function
Layout	Pages per sheet	Specifies the number of pages to print on one page.
	Layout direction	Specifies the page order for printing multiple pages on one page.
	Border	Specifies the borders around pages.
Job Logging	If there is a PostScript error	Specifies the PostScript error report conditions.
	Job Documentation	Specifies the conditions for the operation record to be saved.
	Job Documentation Folder	Specifies the folder to which the operation record is to be saved.
Cover Page	Print Cover Page	Attaches a cover.
	Cover Page Paper Source	Selects the paper tray containing the cover pages.
Finishing Options 1	Offset	Specifies offset.
	Output Tray	Selects the exit tray.
	Binding Position	Selects the binding position.
	Duplex	Performs double-sided printing.
	Combination	Specifies booklet printing.
	Staple	Performs stapling.
	Punch	Performs hole punching.
Finishing Options 2	Fold	Performs folding.
	Center Erase	Does not print on the folded part of the center binding.
	Front Cover Page	Attaches a front cover page.
	Paper Tray (Front Cover Page)	Selects the paper tray for the front cover.
	Back Cover Page	Attaches a back cover page.
	Paper Tray (Back Cover Page)	Selects the paper tray for the back cover.
	Transparency Interleave	Inserts interleaves between overhead projector transparencies.

Menu	Item	Function
Finishing Options 3	Paper Tray (Transparency Interleave)	Selects the paper tray for the transparency interleaves.
	Wait Mode	Temporarily stops printing after part of the document has been printed so that the proof print can be checked.
	Resolution	Specifies the print resolution.
	Select Color	Specifies whether to print in color or grayscale.
	Original Image Type	Prints with a quality suitable for the original document.
	Color Matching (Text)	Adjusts the color quality of the text in a document.
	Pure Black (Text)	Specifies whether to print the text in a document in grayscale.
Finishing Options 4	Screen (Text)	Specifies whether screening of the text in a document.
	Color Matching (Photo)	Adjusts the color quality of photos in a document.
	Pure Black (Photo)	Specifies whether to print the photos in a document in grayscale.
	Screen (Photo)	Specifies screening of photos in a document.
	Smoothing (Photo)	Specifies smoothing of photos in a document.
	Color Setting (Graphic)	Adjusts the color quality of charts and graphs in a document to the text or photo settings.
	Smoothing (Graphic)	Adjusts the smoothing process of charts and graphs in a document to the text or photo settings.

...

Note

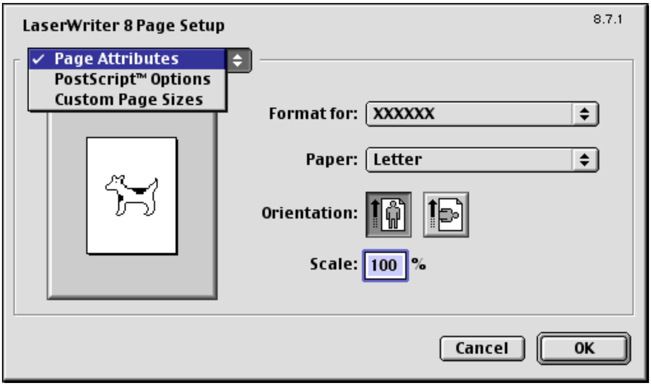
The dialog boxes differ depending on the application.

Page setup

Basic settings (Page Attributes)

1 Select “Paper Setup” or “Page Setup” from the “File” menu.

2 Select “Page Attributes”.



LaserWriter 8 Page Setup 8.7.1

Format for: XXXXXX

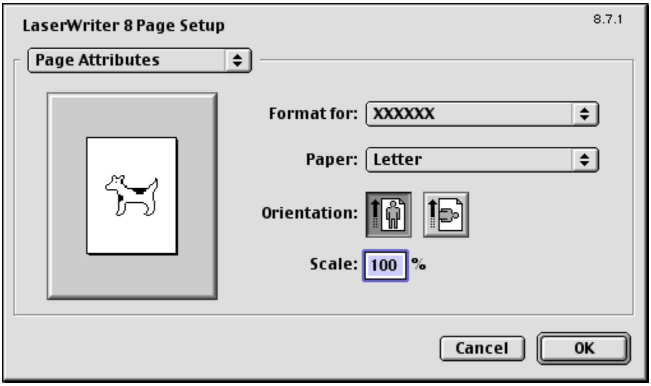
Paper: Letter

Scale: 100 %

✓ Page Attributes
PostScript™ Options
Custom Page Sizes
Orientation:
Cancel
OK

3 Specify settings for the following:

- Paper: Select the paper size.
- Orientation: Select the orientation.
- Scale: Specify the enlargement and reduction ratio.



LaserWriter 8 Page Setup 8.7.1

Page Attributes

Format for: XXXXXX

Paper: Letter

Scale: 100 %

Orientation:
Cancel
OK

Note

The folding function can be selected from the screen that is displayed when “Layout” is selected in the Print dialog box.

Custom Page Sizes

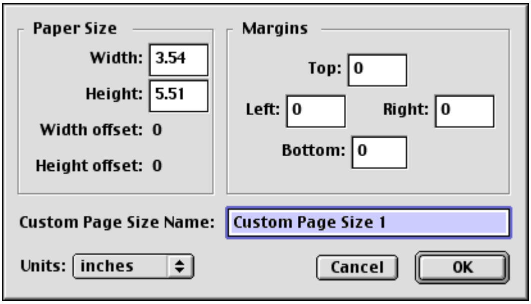
1 Select “Paper Setup” or “Page Setup” from the “File” menu.

2 Select “Custom Page Sizes”.

3 Click the [New] button.

4 Specify settings for the following:

- Paper Size: Specify the paper size.
- Margins: Specify the paper margins.
- Custom Page Size Name: Enter the registered name for the specified paper size and margin, and then click the [OK] button.
- Units: Select the measurement units.



Paper Size

Width: 3.54

Height: 5.51

Width offset: 0

Height offset: 0

Margins

Top: 0

Left: 0

Right: 0

Bottom: 0

Custom Page Size Name: Custom Page Size 1

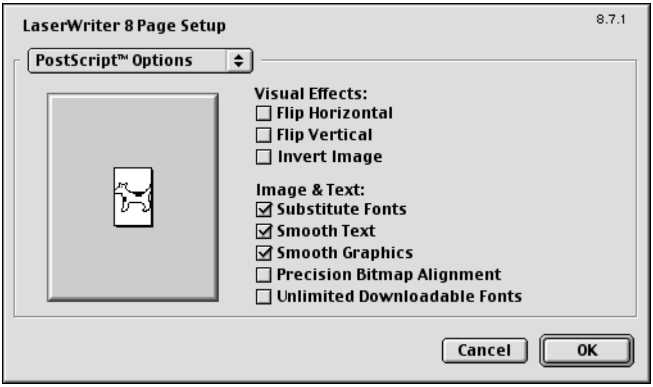
Units: inches

5 Click the [OK] button.

This registers the custom page settings, and allows you to select the paper in the screen that appears when “Page Attributes” is selected.

PostScript Options

1. Select “Paper Setup” or “Page Setup” from the “File” menu.
2. Select “PostScript Options”.
3. Specify settings for the following:
   - Visual Effects: Select the “Flip Horizontal”, “Flip Vertical”, or “Invert Image” check box.
   - Substitute Fonts: Select this check box to replace some fonts with printer fonts.
   - Smooth Text: Select this check box to smooth text data.
   - Smooth Graphics: Select this check box to smooth graphic data.
   - Precision Bitmap Alignment: Select this check box to correct jagged graphic images.
   - Unlimited Downloadable Fonts: Does not limit downloading screen fonts.



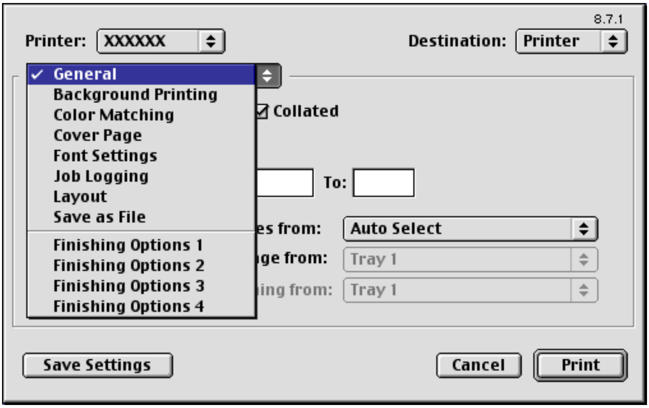
Visual Effects:
☐ Flip Horizontal
☐ Flip Vertical
☐ Invert Image

Image & Text:
☑ Substitute Fonts
☑ Smooth Text
☑ Smooth Graphics
☐ Precision Bitmap Alignment
☐ Unlimited Downloadable Fonts

Printing

Basic settings (General)

1. From the “File” menu, select “Print”.
2. Select “General”.

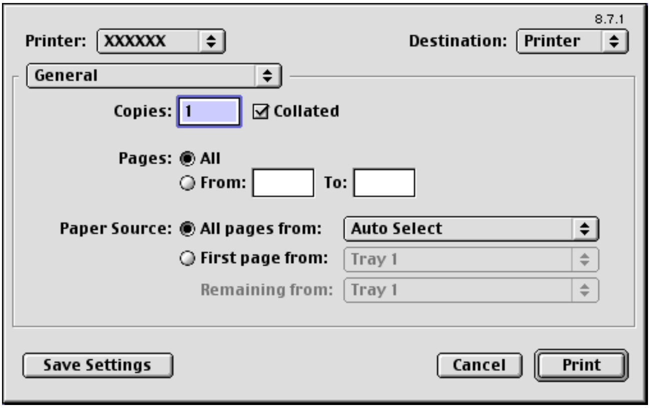


Printer: XXXXXX

Destination: Printer

8.7.1
✓ General
Background Printing
Color Matching
Cover Page
Font Settings
Job Logging
Layout
Save as File
Finishing Options 1
Finishing Options 2
Finishing Options 3
Finishing Options 4
☑ Collated
To:
es from:
Auto Select
ge from:
Tray 1
ing from:
Tray 1
Save Settings
Cancel
Print

3. Specify settings for the following:
   - Copies: Specify the number of copies to print.
   - Collated: Select this check box to print multiple copies in sets.
   - Pages: Specify the page range to print.
   - Paper Source: Select the paper tray.



Printer: XXXXXX

Destination: Printer

General

Copies: 1 ☑ Collated

Pages: ● All

○ From: To:

Paper Source: ● All pages from: Auto Select

○ First page from: Tray 1

Remaining from: Tray 1

8.7.1
Save Settings
Cancel
Print

Printing multiple pages on one page (Layout)

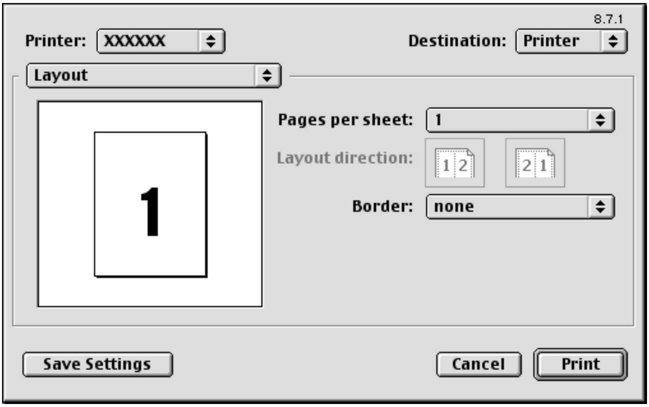
You can specify if multiple pages are printed on one page of paper or if double-sided printing is performed.

1 From the “File” menu, select “Print”.

2 Select “Layout”.

3 Specify settings for the following:

- Pages per sheet: Select the number of pages to print on one page.
- Layout direction: Select the document page order.
- Border: Select the type of borders to be printed around pages.



Printer: XXXXXX

Destination: Printer

Layout

Pages per sheet: 1

Border: none

Printer-specific options (Finishing Options 1 to 4)

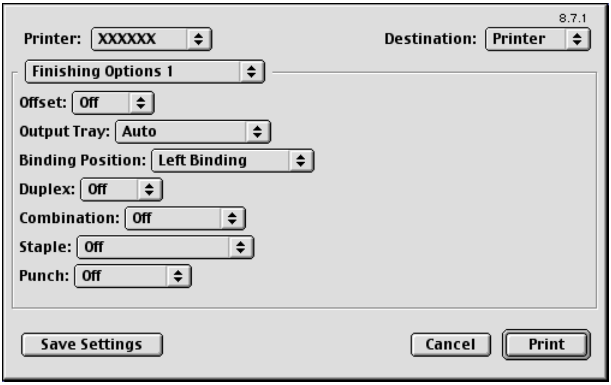
You can specify printer-specific options. You can specify this option when using the staple or hole punch functions of this machine.

1. From the “File” menu, select “Print”.

2. Select “Finishing Options 1 to 4”.

3. Specify settings for the following:
   - Offset: Select if offset printing is performed.
   - Output Tray: Select the exit tray.
   - Binding Position: Select the binding position.
   - Duplex: Select if double-sided printing is performed.
   - Combination: Select if booklet printing is performed.
   - Staple: Select if stapling is performed.
   - Punch: Select if hole punching is performed.
   - Fold: Select if folding is performed.
   - Center Erase: Does not print on the folded part of the center binding.
   - Front Cover Page: Select if a front cover page is to be attached.
   - Paper Tray (Front Cover Page): Select the paper tray for the front cover.
   - Back Cover Page: Select if a back cover page is to be attached.
   - Paper Tray (Back Cover Page): Select the paper tray for the back cover.
   - Transparency Interleave: Select if interleaves are to be inserted between overhead projector transparencies.
   - Paper Tray (Transparency Interleave): Select the paper tray for the transparency interleaves.
   - Wait Mode: Select if printing is temporarily stopped after part of the document has been printed so that the proof print can be checked.
   - Resolution: Select the resolution.
   - Select Color: Select whether to print in color or grayscale.
   - Original Image Type: Select the quality suitable for the original document.
   - Color Matching (Text): Adjust the color quality of the text in a document.
   - Pure Black (Text): Select whether to print the text in a document in grayscale.
   - Screen (Text): Select if screening of the text in a document is performed.
   - Color Matching (Photo): Adjust the color quality of photos in a document.
   - Pure Black (Photo): Select whether to print the photos in a document in grayscale.

- Screen (Photo): Select if screening of photos in a document is performed.
- Smoothing (Photo): Select if smoothing of photos in a document is performed.
- Color Setting (Graphic): Adjust the color quality of charts and graphs in a document to the text or photo settings.
- Smoothing (Graphic): Adjust the smoothing process of charts and graphs in a document to the text or photo settings.



Printer: XXXXXX
Destination: Printer
Finishing Options 1
Offset: Off
Output Tray: Auto
Binding Position: Left Binding
Duplex: Off
Combination: Off
Staple: Off
Punch: Off

Note

The double-sided printing function is available only when the optional auto duplex unit is installed.

“Staple” is available only if the optional finisher is installed.
“Punch” is available only when optional finisher FS-603 and punch kit PK-501 are installed or when optional finisher FS-514 and punch kit PK-510 are installed.

“Center Staple and Fold” is available if optional finisher FS-603 or if saddle stitcher SD-503 is installed on optional finisher FS-514 is installed.
“Center Erase” is available only if finisher FS-603 is installed.

...

Note

"Center Staple and Fold" cannot be specified if "Staple" or "Punch" has been selected.

The available center binding and folding settings differ depending on the finisher that is installed. When FS-514 is installed, in addition to "Fold & Staple" (which folds the documents in half before stapling them), "Center Staple" (which binds documents with staples at the center) and "Fold" (which folds documents in half) are available. When FS-603 is installed, only "Center Staple and Fold" is available.

The number of staples that can be selected varies depending on the finisher that is installed.

When optional finisher FS-501 is installed, "1 staple" can be set. When optional finisher FS-603 or FS-514 is installed, "1 staple" or "2 staples" can be set.

Setting options

You can specify the options installed on this machine so that they can be used from the printer driver.

...

Reminder

If the installed options are not set from the Installable Options screen, the function for the option cannot be used with the printer driver. When installing options, be sure to specify the correct settings.

Specifying settings

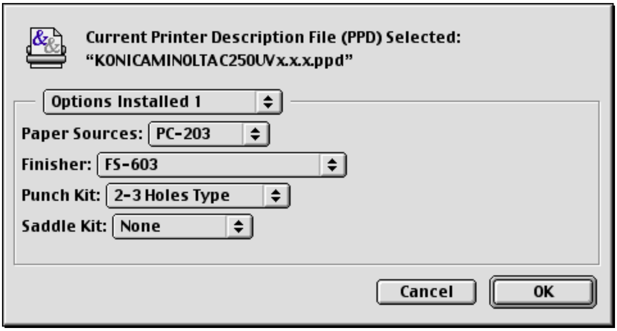
1 On the Apple menu, click “Chooser”.

2 Select the printer name.

3 Click the [Setup] button.

4 Click the [Configure] button.

The setting screen for adding options appears.



Current Printer Description File (PPD) Selected:
“KONICAMINOLTAC250UVx.x.x.ppd”

Options Installed 1

Paper Sources: PC-203

Finisher: FS-603

Punch Kit: 2-3 Holes Type

Saddle Kit: None

5 Select the options that are installed on this machine from Options Installed 1 and Options Installed 2.

6 Click the [OK] button.

The Chooser window appears again.

7 Close the Chooser window.

Note

The option settings are displayed automatically the first time the printer driver is selected. For details, refer to “Selecting a printer” on page 2-24.

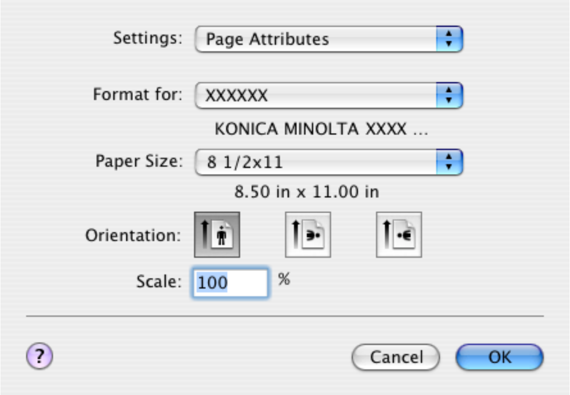
3.6 Setting up the PPD driver (Mac OS X)

Settings

The functions of this machine can be specified on the Paper Setup and Print dialog boxes displayed from the application.

The settings can only be applied while using the application. When the application is exited, the settings return to their defaults.

Page Setup dialog box



Settings: Page Attributes

Format for: XXXXXX

KONICA MINOLTA XXXX ...

Paper Size: 8 1/2x11

8.50 in x 11.00 in

Scale: 100 %

Page Setup items

Menu	Item	Function
Page Attributes	Paper Size	Specifies the paper size.
	Orientation	Specifies the orientation.
	Scale	Specifies the enlargement and reduction ratio.
Custom Paper Size	Paper Size (Page size)	Specifies any paper size.
	Printer Margins	Specifies the paper margins.

✎...

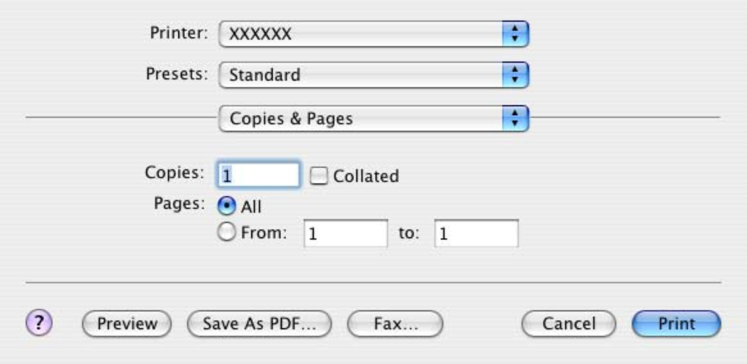
Note

Depending on the application, “Page Setup” may be displayed as “Paper Setup”. In addition, you may have to select “Paper Setup”, then “Options” from the “File” menu.

The dialog boxes differ depending on the application.

To specify the “Custom Paper Size” settings for Mac OS 10.4, select “Manage Custom Sizes” from the “Paper Size” drop-down list.

Print dialog box



Printer: XXXXXX

Presets: Standard

Copies & Pages

Copies: 1 ☐ Collated

Pages: ● All

○ From: 1 to: 1

Print items

Menu	Item	Function
Copies & Pages	Copies	Specifies the number of copies to print.
	Collated	Prints multiple copies in sets.
	Pages	Specifies the page range to print.
Layout	Pages per Sheet	Specifies the number of pages to print on one page.
	Layout Direction	Specifies the document page order.
	Border	Specifies the borders around pages.
Output Options[*2]	Save as File	Specify the output format of a file.
	Format	Specifies the format of the file being output.
Scheduler[*1]	Print Document	Specifies the print time.
	Priority	Specifies the priority level.
Paper Handling[*1]	Reverse Page Order (Page order)	Prints pages in the reverse order.
	Print	Selects the pages for printing.
	Destination Paper Size[*3]	Specifies the output paper size.
ColorSync[*1]	Color Conversion	Specifies the color conversion method.
	Quartz Filter	Specifies the color for printing.
Cover Page[*1]	Print Cover Page	Specifies whether to attach a cover page.
	Cover Page Type	Selects whether “Confidential” or any other comment is printed on the cover page.
	Billing Info	Enter the user information used for the account calculation.

Menu	Item	Function
Error Handling	PostScript Errors	Specifies whether to print an error report when a PostScript error occurs.
	Tray Switching	Switches the paper source tray (this function cannot be selected on this machine).
Paper Feed	All pages from	Selects the paper tray.
	First page from	Selects the paper tray.
	Remaining from	Selects the paper tray.
Finishing	Collate	Prints multiple copies in sets.
	Offset	Specifies offset.
	Duplex	Performs double-sided printing.
	Output Tray	Selects the exit tray.
	Binding Position	Specifies the binding position.
	Combination	Specifies booklet printing.
	Staple	Performs stapling.
	Hole-Punch	Performs hole punching.
	Fold	Performs folding.
	Center Erase	Does not print on the folded part of the center binding.
Quality	Resolution	Specifies the resolution (this function cannot be selected on this machine).
	Select Color	Selects the color for printing.
	Original Image Type	Prints with a quality suitable for the original document.
	Color Matching (Text)	Adjusts the color quality of the text in a document.
	Pure Black (Text)	Specifies whether to print the text in a document in grayscale.
	Screen (Text)	Specifies screening of the text in a document.
	Color Matching (Photo)	Adjusts the color quality of photos in a document.
	Pure Black (Photo)	Specifies whether to print the photos in a document in grayscale.
	Screen (Photo)	Specifies screening of photos in a document.
	Smoothing (Photo)	Specifies smoothing of photos in a document.
	Color Setting (Graphic)	Adjusts the color quality of a charts and graphs in a document to the text or photo settings.
	Smoothing (Graphic)	Adjusts the smoothing process of a charts and graphs in a document to the text or photo settings.

Menu	Item	Function
Setup	Paper Type	Selects the paper type.
	Front Cover Page	Attaches a front cover page.
	Paper Tray (Front Cover Page)	Selects the paper tray for the front cover.
	Back Cover Page	Attaches a back cover page.
	Paper Tray (Back Cover Page)	Selects the paper tray for the back cover.
	Transparency Interleave	Inserts interleaves between overhead projector transparencies.
	Paper Tray (Transparency Interleave)	Selects the paper tray for the transparency interleaves.
Security	Output Method	Specifies output methods, such as “Secure Print” and “Save in User Box”.
	Secure Print Settings	Specifies secure print ID and password for “Secure Print”.
	Save in User Box Settings	Specifies the file name and user box number for “Save in User Box”.
	Account Track	Checks if account track settings have been applied and specifies the department name and password.

✎...

Note

The dialog boxes differ depending on the application.

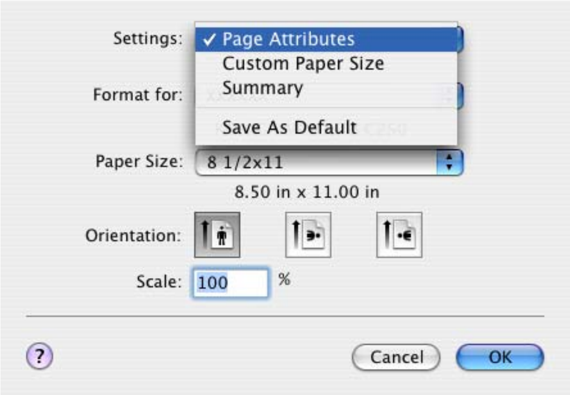
*The items indicated by “*1” are displayed in Mac OS 10.3 and Mac OS 10.4.*
*The items indicated by “*2” are displayed only in Mac OS 10.3.*
*The items indicated by “*3” are displayed only in Mac OS 10.4.*

Page setup

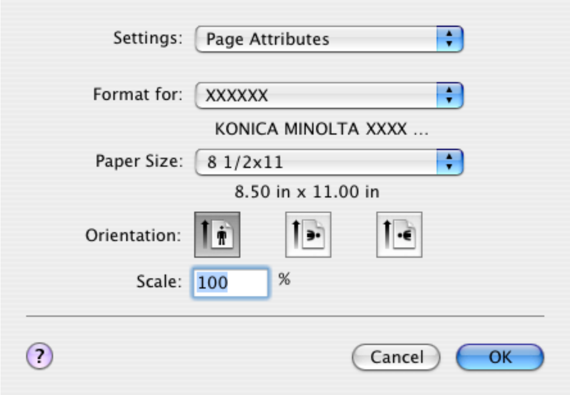
Basic settings (Page Attributes)

1. Select “Page Setup” or “Paper Setup” from the “File” menu.

2. Select “Page Attributes”.


Settings:
✓ Page Attributes
Custom Paper Size
Summary
Save As Default
Format for:
Paper Size:
8 1/2x11
8.50 in x 11.00 in
Orientation:
Scale:
100
%
?
Cancel
OK

3. Specify settings for the following:
   - Paper Size: Select the paper size.
   - Orientation: Select the orientation.
   - Scale: Specify the enlargement and reduction ratio.


Settings:
Page Attributes
Format for:
XXXXXX
KONICA MINOLTA XXXX ...
Paper Size:
8 1/2x11
8.50 in x 11.00 in
Orientation:
Scale:
100
%
?
Cancel
OK

...

Note

If the paper size is other than the custom size, select the desired settings after specifying the settings in Custom Size.

When "W" is selected for each standard paper size in the printer driver, the data can be centered and printed.

For example, if 8 1/2 × 11 size data is created and you want to center and print on 11 × 17 size paper, specify "8 1/2 × 11 W" as the paper size in the printer driver and specify "Tray 1" or "Bypass Tray" as the paper source.

To print, load 11 × 17 paper in the tray ("Tray 1" or "Bypass Tray") that is specified in the printer driver, and then select "Paper Tray" in the control panel and follow the steps described below to specify the paper size for the paper tray that is used.

Select [8 1/2 × 11 W].
Enter the 11 × 17 paper size in [Oversize Paper].

Custom Paper Size

1 Select “Page Setup” or “Paper Setup” from the “File” menu.

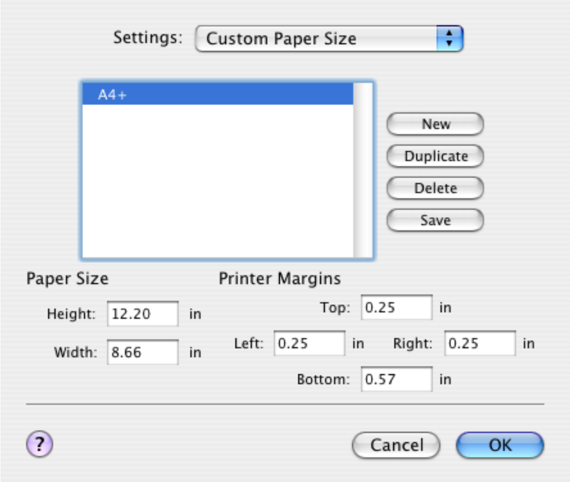
2 For Mac OS 10.3, select “Custom Paper Size” from “Settings”.
For Mac OS 10.4, select “Manage Custom Sizes” from the “Paper Size” dropdown list.

3 Click the [New] (Mac OS 10.3) or [+] (Mac OS 10.4) button.

4 Enter the paper size name.

5 Specify settings for the following:

- Paper Size: Specify the paper size.
- Printer Margins: Specify the paper margins.



Settings: Custom Paper Size

A4+

Paper Size

Height: 12.20 in

Width: 8.66 in

Printer Margins

Top: 0.25 in

Left: 0.25 in

Right: 0.25 in

Bottom: 0.57 in

6 For Mac OS 10.3, click the [Save] button.
For Mac OS 10.4, proceed to step 7.

7 Click the [OK] button.

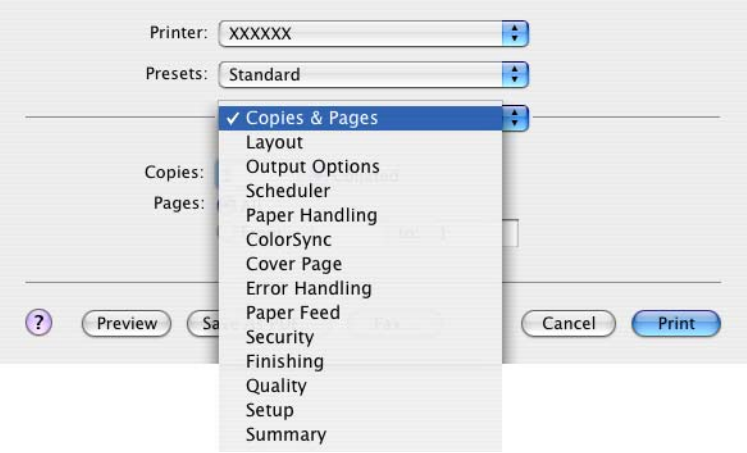
This registers the custom paper size which allows you to select the paper size in the screen that appears when “Page Attributes” is selected.

Printing

Basic settings (Copies & Pages)

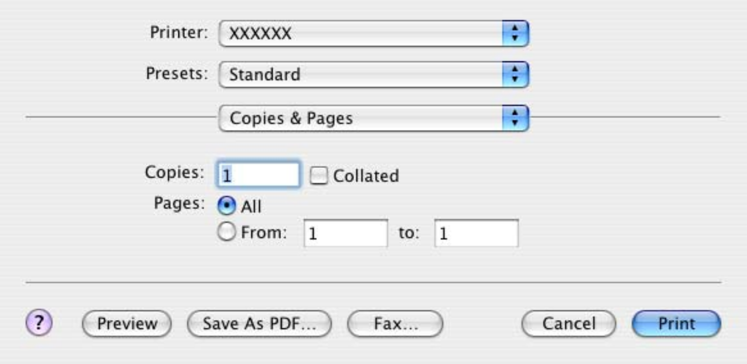
1 From the “File” menu, select “Print”.

2 Select “Copies & Pages”.


Printer: XXXXXX
Presets: Standard
✓ Copies & Pages
Layout
Output Options
Scheduler
Paper Handling
ColorSync
Cover Page
Error Handling
Paper Feed
Security
Finishing
Quality
Setup
Summary
Copies:
Pages:
?
Preview
Cancel
Print

3 Specify settings for the following:

- Copies: Specify the number of copies to print.
- Collated: Select this check box to print multiple copies in sets.
- Pages: Specify the page range to print.


?
Preview
Save As PDF...
Fax...
Cancel
Print

Printer: XXXXXX

Presets: Standard

Copies & Pages

Copies: 1 ☐ Collated

Pages: ● All

○ From: 1 to: 1

Printing multiple pages on one page (Layout)

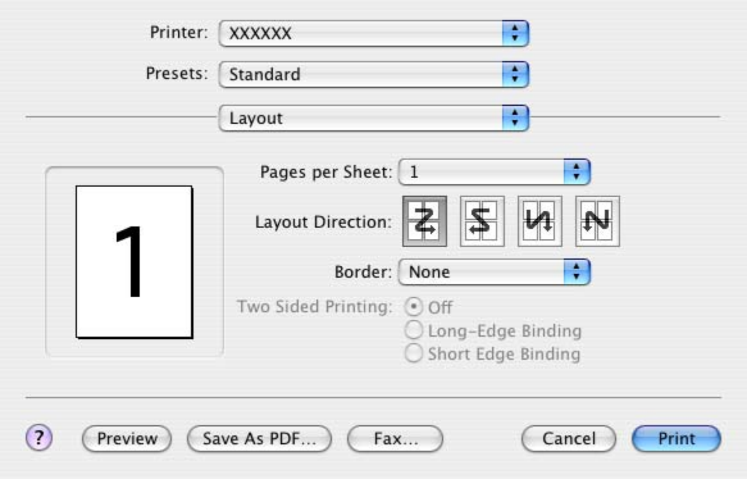
You can print multiple pages on one sheet.

1 From the “File” menu, select “Print”.

2 Select “Layout”.

3 Specify settings for the following:

- Pages per Sheet: Select the number of pages to print on one page.
- Layout Direction: Select the document page order.
- Border: Select the type of borders to be printed around pages.



Printer: XXXXXX

Presets: Standard

Layout

Pages per Sheet: 1

Layout Direction:

Border: None

Two Sided Printing: ● Off ○ Long-Edge Binding ○ Short Edge Binding

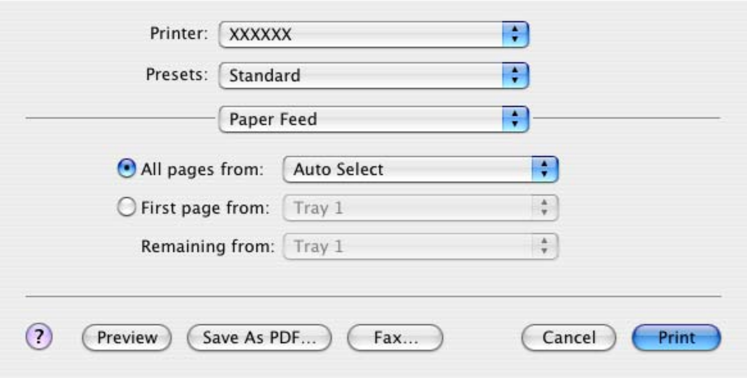
Paper Feed

You can specify the paper tray for printing.

1 From the “File” menu, select “Print”.

2 Select “Paper Feed”.

3 Specify settings for the following:
   - – All pages from: Select the paper tray loaded with the paper to print all pages.
   - – First page from: Select the paper tray loaded with the paper to print the first page.
   - – Remaining from: Select the paper tray loaded with the paper to print the pages starting from the second page.



Printer: XXXXXX
Presets: Standard
Paper Feed
● All pages from: Auto Select
○ First page from: Tray 1
Remaining from: Tray 1

Security

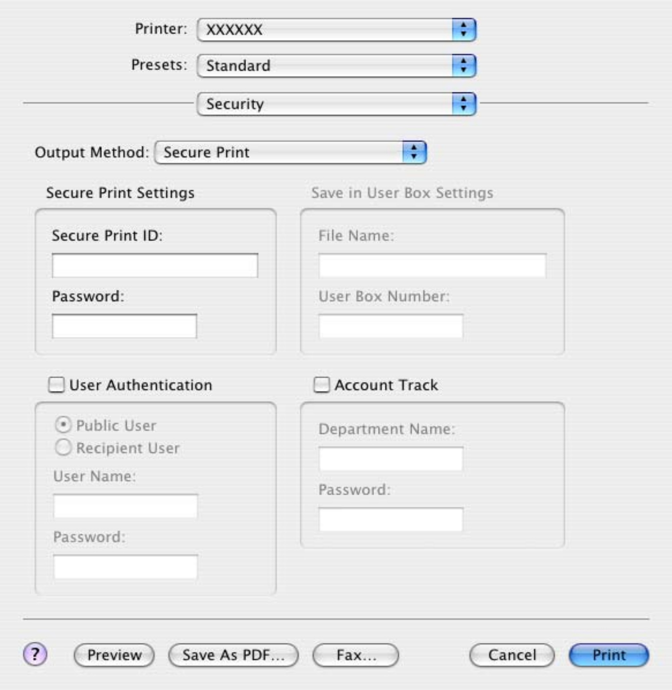
Not only can you print directly, but you can select “Secure Print”, which requires a password to print, “Save in User Box”, which saves documents in a HDD, “Proof and Print”, which prints the first set of multiple copies and temporarily stops printing, and “Account Track Settings”, which manages the number of printed pages.

1 From the “File” menu, select “Print”.

2 Select “Security”.

3 Specify settings for the following:

- Output Method: Specify the conditions for “Secure Print” and “Save in User Box”.
- Secure Print Settings: Enter the ID and password when “Secure Print” is selected from the “Output Method” drop-down list. Enter the ID and password on this machine’s control panel when printing. (Up to 100 documents)
- Save in User Box Settings: Enter the file name and box number when “Save in User Box” or “Save in User Box and Print” is selected from the “Output Method” drop-down list.
- Account Track: Register the department name and password when account track settings have been applied on this machine and when this check box is selected.



Printer: XXXXXX

Presets: Standard

Security

Output Method: Secure Print

Secure Print Settings

Secure Print ID:

Password:

Save in User Box Settings

File Name:

User Box Number:

☐ User Authentication

● Public User

○ Recipient User

User Name:

Password:

☐ Account Track

Department Name:

Password:

Note

Printing is not possible if a print job is sent using an account name or password that is not registered with the account track settings of the machine or if a job is sent without the “Account Track” check box selected.

Even a registered account cannot print if it is not given printing permissions.

For details on account management, contact the administrator of this machine.

If the password rules have been enabled on the machine, specify a password that contains 8 digits.

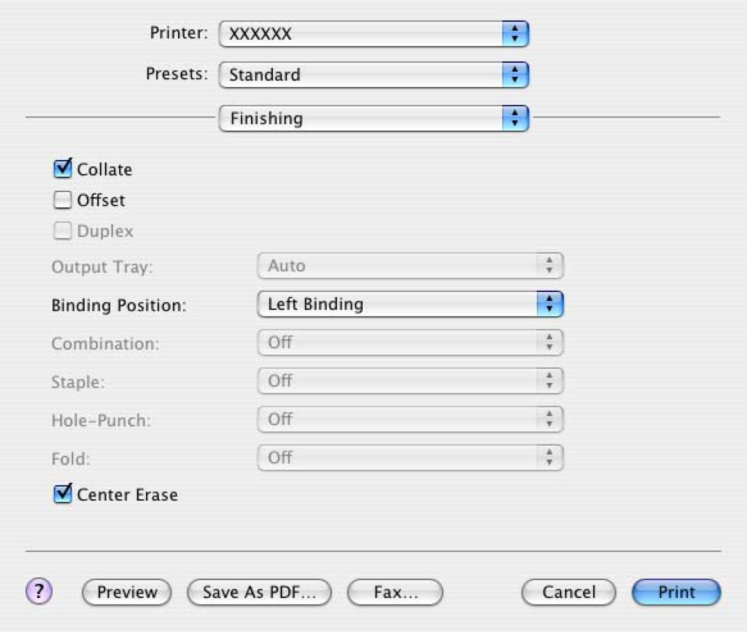
Detail

Print the document from the control panel of this machine. For details, refer to “Managing print jobs” on page 9-25.

Finishing

You can specify the various finishing functions of this machine, such as stapling and hole punching.

1. From the “File” menu, select “Print”.
2. Select “Finishing”.
3. Specify settings for the following:
   - Collate: Select this check box to print multiple copies in sets.
   - Offset: Select this check box to specify offset printing.
   - Duplex: Select this check box to specify double-sided printing.
   - Output Tray: Select the exit tray.
   - Binding Position: Select the binding position.
   - Combination: Select if booklet printing is performed.
   - Staple: Select if stapling is performed.
   - Hole-Punch: Select if hole punching is performed.
   - Fold: Select if folding is performed.
   - Center Erase: Does not print on the folded part of the center binding.



Printer: XXXXXX

Presets: Standard

Finishing

☑ Collate

☐ Offset

☐ Duplex

Output Tray: Auto

Binding Position: Left Binding

Combination: Off

Staple: Off

Hole-Punch: Off

Fold: Off

☑ Center Erase

✎...

Note

The double-sided printing function is available only when the optional auto duplex unit is installed.

“Staple” is available only if the optional finisher is installed.
“Punch” is available only when optional finisher FS-603 and punch kit PK-501 are installed or when optional finisher FS-514 and punch kit PK-510 are installed.

“Center Staple and Fold” is available if optional finisher FS-603 or if saddle stitcher SD-503 is installed on optional finisher FS-514 is installed.
“Center Erase” is available only if finisher FS-603 is installed.

✎...

Note

“Fold and Staple” cannot be specified if “Staple” or “Punch” has been selected.

The available center binding and folding settings differ depending on the finisher that is installed. When FS-514 is installed, in addition to “Fold & Staple” (which folds the documents in half before stapling them), “Center Staple” (which binds documents with staples at the center) and “Fold” (which folds documents in half) are available. When FS-603 is installed, only “Center Staple and Fold” is available.

The number of staples that can be selected varies depending on the finisher that is installed.

When optional finisher FS-501 is installed, “1 staple” can be set. When optional finisher FS-603 or FS-514 is installed, “1 staple” or “2 staples” can be set.

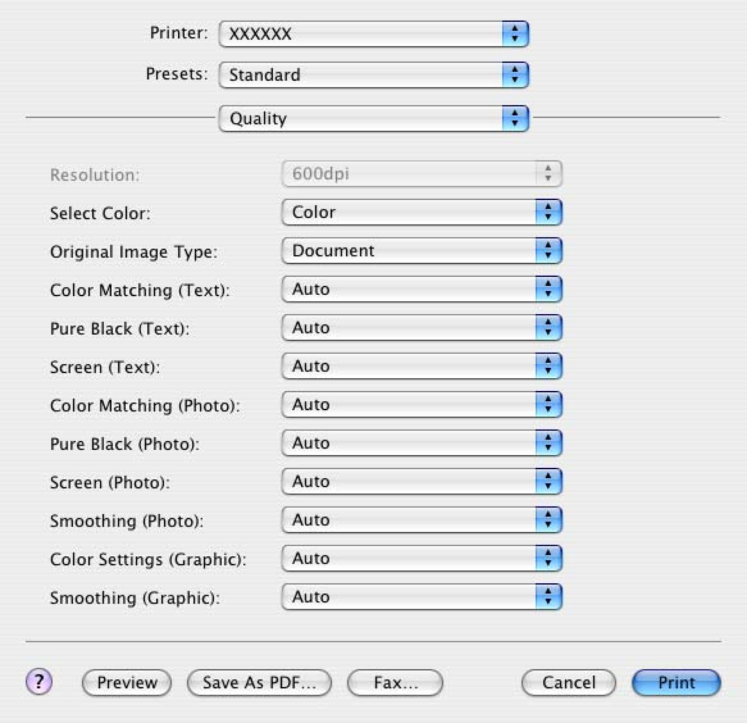
Quality

1. From the “File” menu, select “Print”.

2. Select “Quality”.

3. Specify settings for the following:
   - Resolution: Select the resolution.
   - Select Color: Select the color for printing.
   - Original Image Type: Select the quality suitable for the original document.

- Color Matching (Text): Adjust the color quality of the text in a document.
- Pure Black (Text): Specify whether to print the text in a document in grayscale.
- Screen (Text): Select if screening of the text in a document is performed
- Color Matching (Photo): Adjust the color quality of photos in a document.
- Pure Black (Photo): Select whether to print the photos in a document in grayscale.
- Screen (Photo): Select if screening of photos in a document is performed.
- Smoothing (Photo): Select if smoothing of photos in a document is performed.
- Color Settings (Graphic): Adjust the color quality of charts and graphs in a document to the text or photo settings.
- Smoothing (Graphic): Adjust the smoothing process of charts and graphs in a document to the text or photo settings.



Printer: XXXXXX
Presets: Standard
Quality
Resolution: 600dpi
Select Color: Color
Original Image Type: Document
Color Matching (Text): Auto
Pure Black (Text): Auto
Screen (Text): Auto
Color Matching (Photo): Auto
Pure Black (Photo): Auto
Screen (Photo): Auto
Smoothing (Photo): Auto
Color Settings (Graphic): Auto
Smoothing (Graphic): Auto

Setup

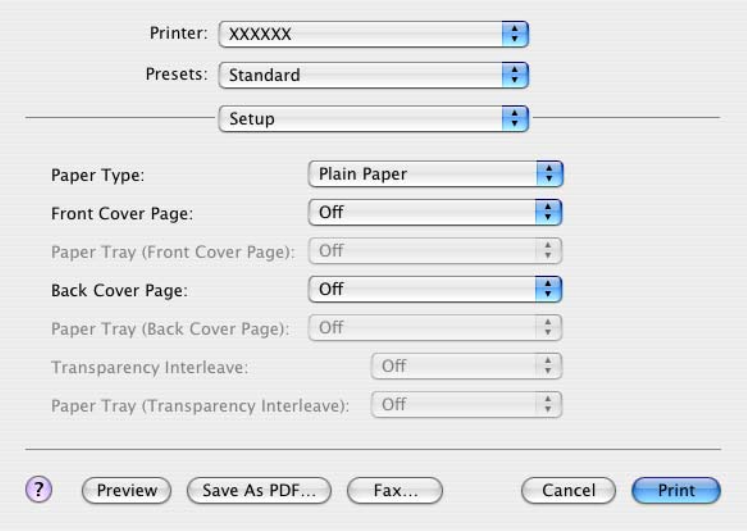
You can specify the cover settings.

1 From the “File” menu, select “Print”.

2 Select “Setup”.

3 Specify settings for the following:

- Paper Type: Select the paper type.
- Front Cover Page: Select if a front cover page is to be attached
- Paper Tray (Front Cover Page): Select the paper tray for the front cover.
- Back Cover Page: Select if a back cover page is to be attached.
- Paper Tray (Back Cover Page): Select the paper tray for the back cover.
- Transparency Interleave: Select if interleaves are to be inserted between overhead projector transparencies.
- Paper Tray (Transparency Interleave): Select the paper tray for the transparency interleaves.



Printer: XXXXXX
Presets: Standard
Setup
Paper Type: Plain Paper
Front Cover Page: Off
Paper Tray (Front Cover Page): Off
Back Cover Page: Off
Paper Tray (Back Cover Page): Off
Transparency Interleave: Off
Paper Tray (Transparency Interleave): Off

Setting options

You can specify the options installed on this machine so that they can be used from the printer driver.

✎...

Reminder

If the installed options are not set from the Installable Options screen, the function for the option cannot be used with the printer driver. When installing options, be sure to specify the correct settings.

Specifying settings

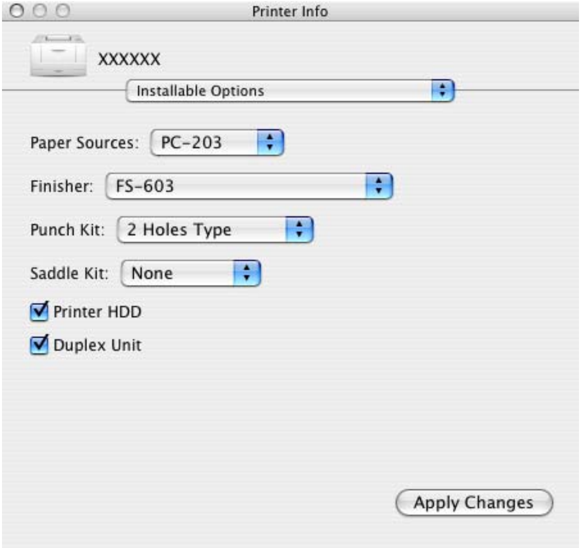
1 Open Print Center (or Printer Setup Utility), located on the hard disk in Applications\Utilities, and then select the printer model.

2 From the “Printer” menu, select “Show Info”.

The “Printer Info” dialog box appears.

3 Select “Installable Options”.

4 Select the options that are installed on this machine.



Paper Sources: PC-203
Finisher: FS-603
Punch Kit: 2 Holes Type
Saddle Kit: None
☑ Printer HDD
☑ Duplex Unit

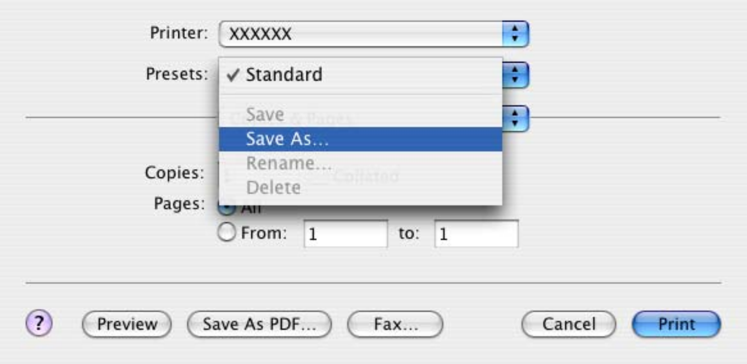
5 Click the [Apply Changes] button or click [●] to close the Printer info dialog box.

Saving the driver settings

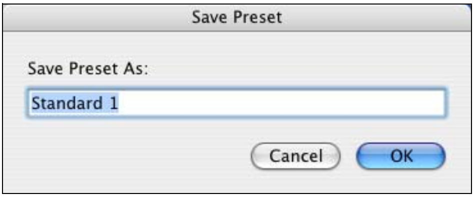
With Mac OS X drivers, you can save the new settings of the driver and recall them as necessary.

To save the driver settings

1. Change the driver settings in the dialog boxes that appear after “Copies & Pages” or “Layout” is selected.
2. From the “Presets” drop-down list, select “Save As”.


Printer: XXXXXX
Presets: ✓ Standard
Save
Save As...
Rename...
Delete
Copies:
Pages:
All
From: 1 to: 1
?
Preview
Save As PDF...
Fax...
Cancel
Print

3. Enter the preset name in the “Save Preset As” box.


Save Preset
Save Preset As:
Standard 1
Cancel
OK

4. Click the “OK” button.

   The settings are registered in the preset settings.

Viewing the settings

➔ Select the preset name from the “Presets” drop-down list in the Print dialog box to recall the settings.

Changing the settings

1. Select the preset name from the “Presets” drop-down list in the Print dialog box to change the settings.

2. Change the driver settings in the dialog boxes that appear after “Copies & Pages” or “Layout” is selected.

3. From the “Presets” drop-down list, select “Save”.

   - To delete the preset settings, select “Delete”. To change the name, select “Rename”.

   The preset settings are changed.

4

Control panel settings

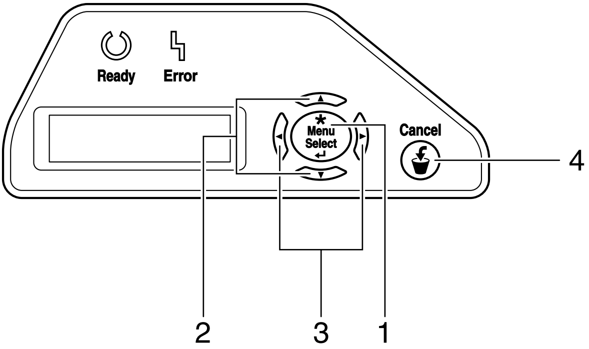
4 Control panel settings

4.1 Control panel

Available keys

From the control panel, jobs can be printed or deleted, initial settings, for example, for paper, can be specified, or various settings such as network settings can be changed.

The following four keys are used to specify settings.



No.	Key	Use
1	[Menu/Select] key	While the machine is waiting to receive data, press this key to display the settings menu. If this key is pressed while a setting is displayed, that setting is selected.
2	Arrow keys [↑] and [↓]	Press these keys to choose a different setting.
3	Arrow keys [←] and [→]	Press these keys to display a different menu screen. When entering values, press these keys to select a different digit to be changed.
4	[Cancel] key	Press this key to quit changing the settings in the menu.

Basic operations

The procedures for changing settings are described below in the following examples.

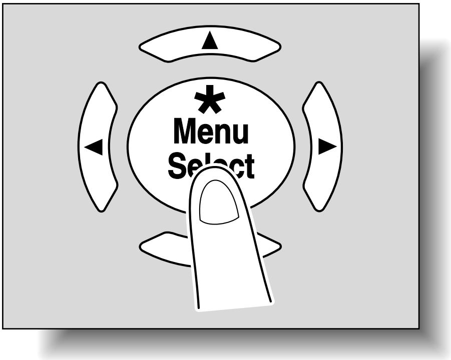
- Basic menu operations → “Specifying the size of the paper in the bypass tray”
- User settings → “Specifying the “Sleep Mode” function”
- Display the Administrator Setting screen → “Entering the administrator password”

Basic menu operations

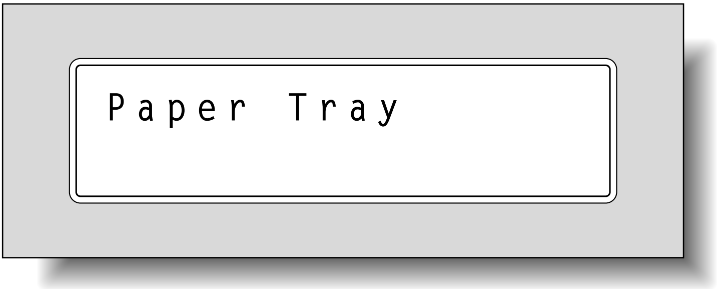
Example: “Paper Tray” — “Bypass Size”

1. Press the [Menu/Select] key.

   The settings menu appears.



2. Press the [↓] key until “Paper Tray” appears.

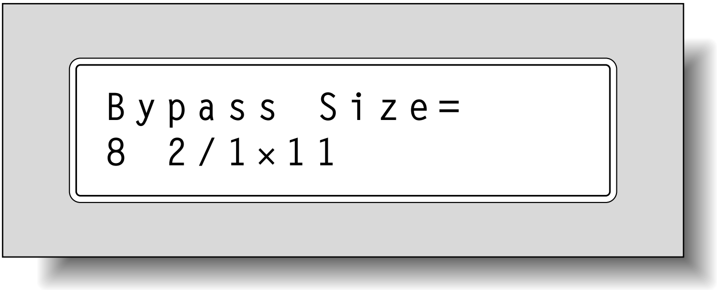


Paper Tray

3. Press the [→] key.

   The “Paper Tray” menu appears.

4 Press the [↓] key until “Bypass Size” appears.

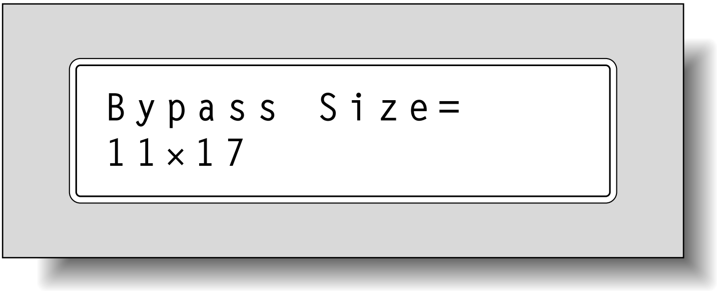


```
Bypass Size=
8 2/1×11
```

5 Press the [Menu/Select] key.

The paper size flashes, indicating that the setting can be changed.

6 Press the [↑] and [↓] keys until the desired paper size appears.



```
Bypass Size=
11×17
```

7 Press the [Menu/Select] key.

The paper size is changed and the next parameter appears.
If necessary, change other settings.

8 After the setting is changed, press the [Cancel] key.

The settings menu is exited.

...

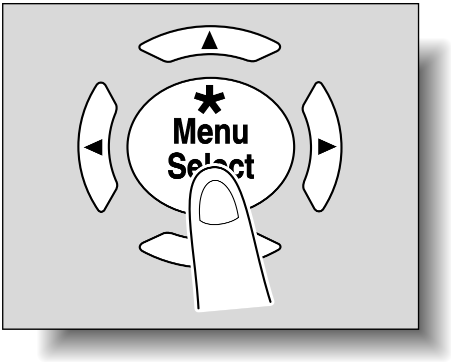
Note
After changing the setting, press the [←] key until the settings menu is exited.

Sleep mode

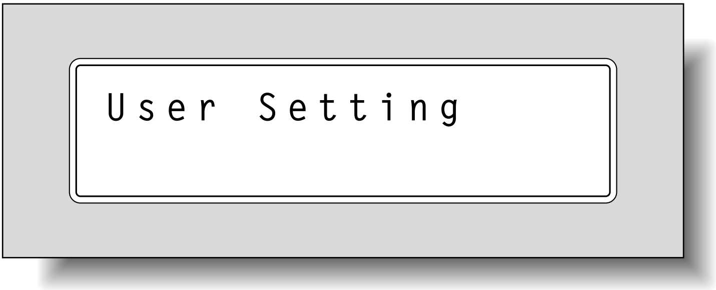
Example: “User Setting” — “Power Save” — “Sleep Mode”

1 Press the [Menu/Select] key.

The settings menu appears.



2 Press the [↓] key until “User Setting” appears.

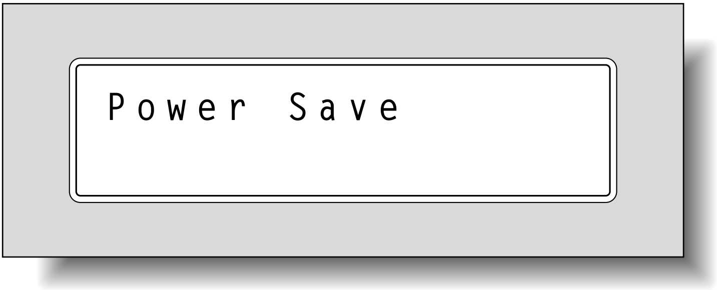


```
User Setting
```

3 Press the [→] key.

The “User Setting” menu appears.

4 Press the [↓] key until “Power Save” appears.

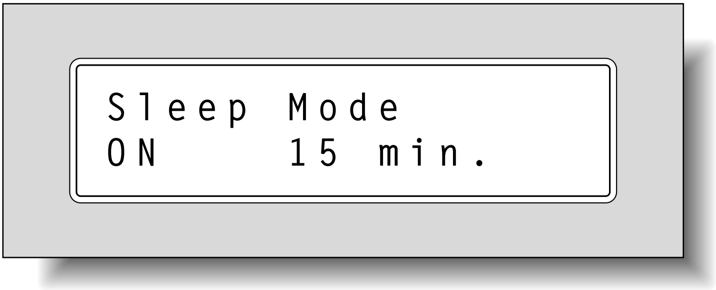


Power Save

5 Press the [→] key.

The “Power Save” menu appears.

6 Press the [↓] key until “Sleep Mode” appears.



Sleep Mode
ON 15 min.

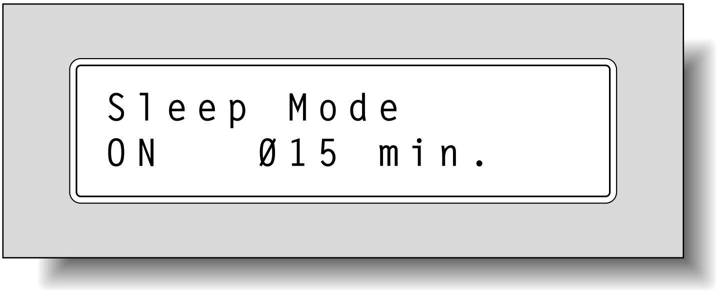
7 Press the [Menu/Select] key.

The setting flashes, indicating that it can be changed.

8 Press the [→] key.

The value flashes, indicating that it can be changed.

9 Press the [↑] and [↓] keys until the desired value appears.



```
Sleep Mode
ON    015 min.
```

10 Press the [Menu/Select] key.

The “Sleep Mode” function is changed and the screen shown in step 4 appears.
If necessary, change other settings.

11 After the setting is changed, press the [Cancel] key.

The settings menu is exited.

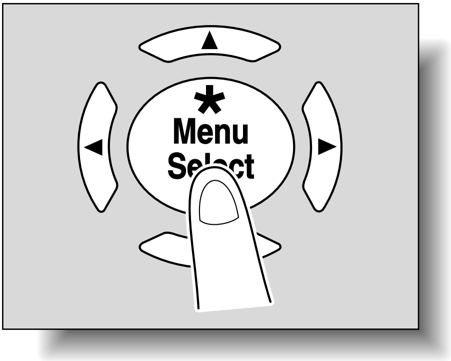
Note
After changing the setting, press the [←] key until the settings menu is exited.

Administrator password

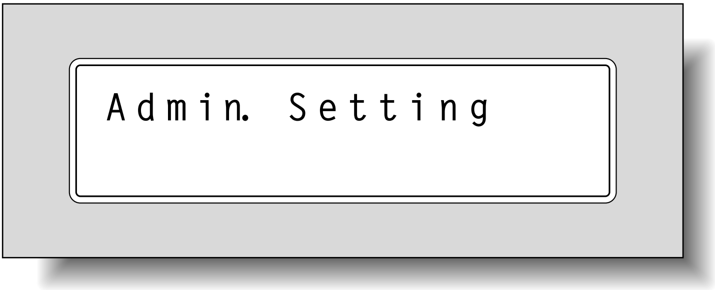
Example: “Admin. Setting” — “Input password.”

1 Press the [Menu/Select] key.

The settings menu appears.



2 Press the [↓] key until “Admin. Setting” appears.

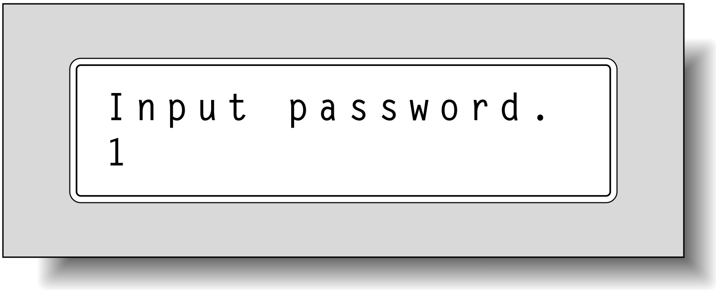


Admin. Setting

3 Press the [→] key.

A screen appears, requesting the administrator password.

4 Press the [↑] and [↓] keys until the desired value for the first digit of the password appears.



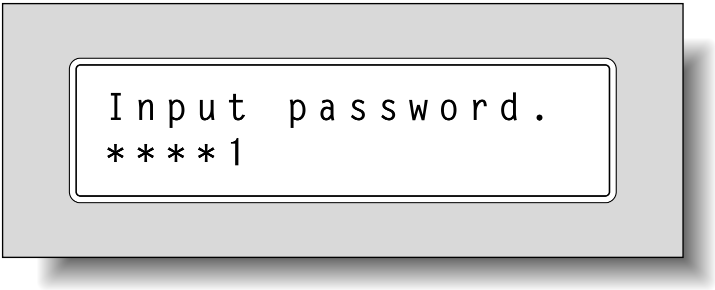
Input password.
1

5 Press the [→] key.

The next digit to the right can be entered.

6 Press the [↑] and [↓] keys until the desired value for the second digit of the password appears.

7 Continue pressing the [→] key so that the next digit can be entered and pressing the [↑] and [↓] keys until the desired value appears.



Input password.
****1

8 After entering the password, press the [Menu/Select] key.

The “Admin. Setting” menu appears.

4.2 Overview of utility mode parameters

Settings menu list

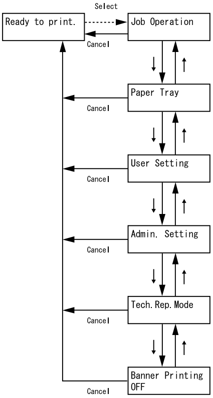
This section describes the parameters available when the [Menu/Select] key is pressed.

...

Note

The parameters and settings that appear differ depending on the selected settings and installed options.

Main menu


Select
Ready to print.
Job Operation
Cancel
Paper Tray
Cancel
User Setting
Cancel
Admin. Setting
Cancel
Tech.Rep.Mode
Cancel
Banner Printing
OFF
Cancel

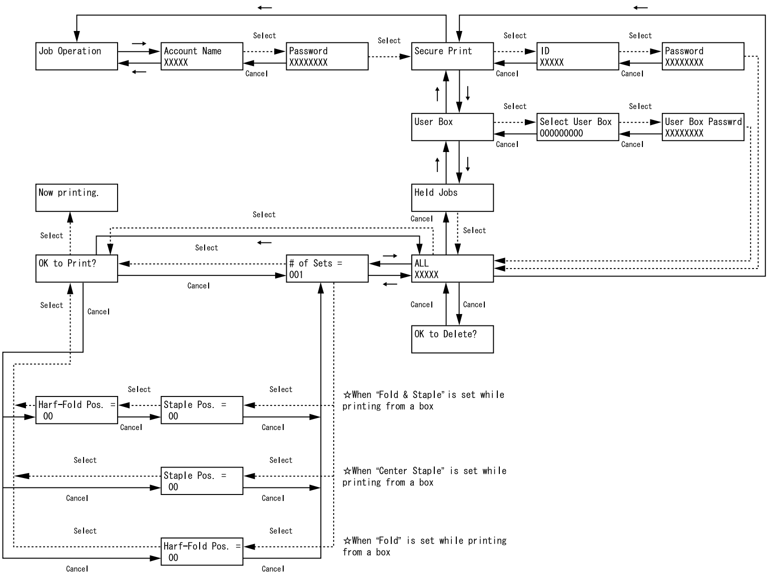
...

Note

The “Meter Count” menu can be displayed before the “Job Operation” menu.

For details, contact your service representative.

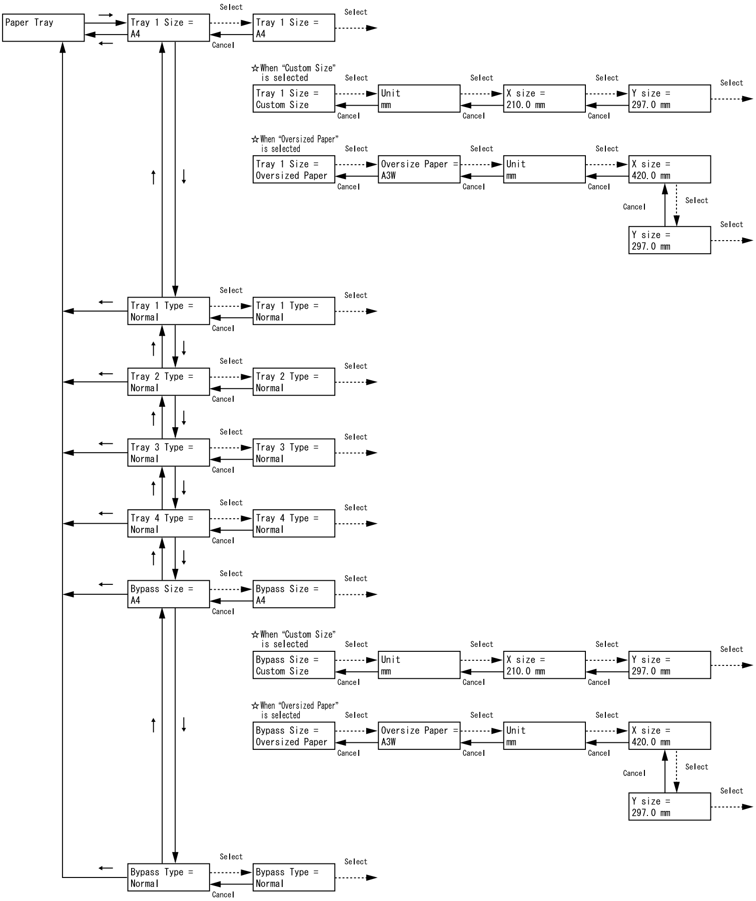
Job Operation menu


Job Operation
Account Name
XXXXX
Password
XXXXXXXX
Secure Print
ID
XXXXX
Password
XXXXXXXX
User Box
Select User Box
000000000
User Box Passwrd
XXXXXXXX
Held Jobs
Now printing.
OK to Print?
# of Sets =
001
ALL
XXXXX
OK to Delete?
Harf-Fold Pos. =
00
Staple Pos. =
00
Staple Pos. =
00
Harf-Fold Pos. =
00
Select
Cancel
☆When "Fold & Staple" is set while printing from a box
☆When "Center Staple" is set while printing from a box
☆When "Fold" is set while printing from a box

Note

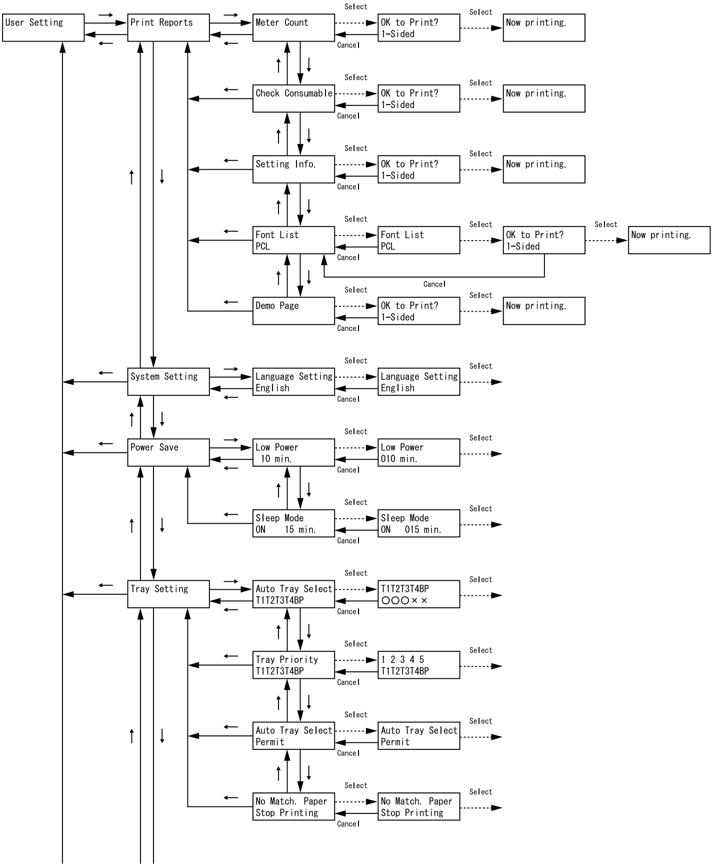
The menus that appear may differ depending on the password that is specified, if account track settings have been specified.

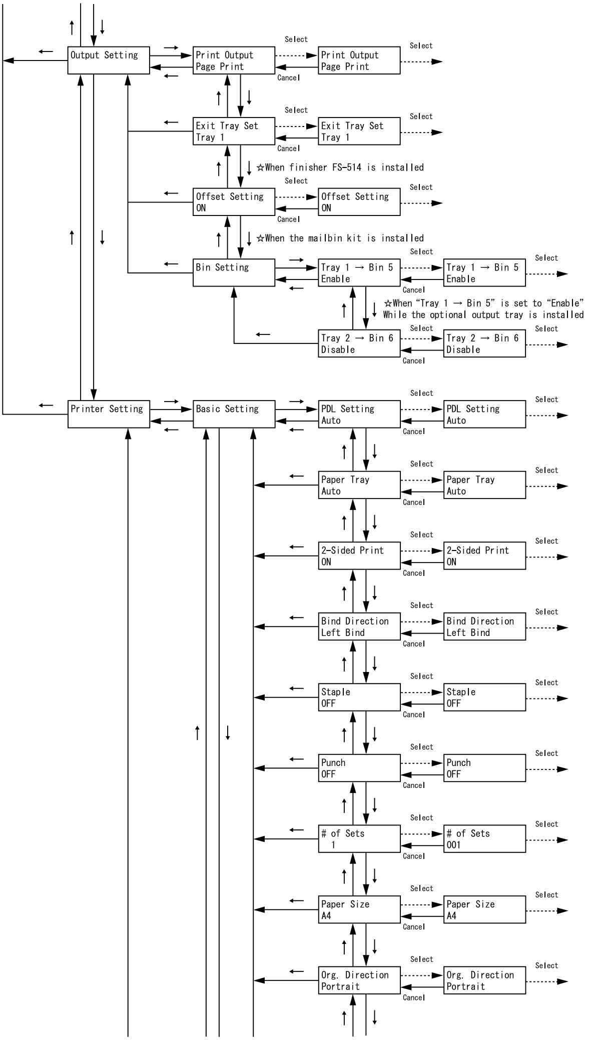
Paper Tray menu

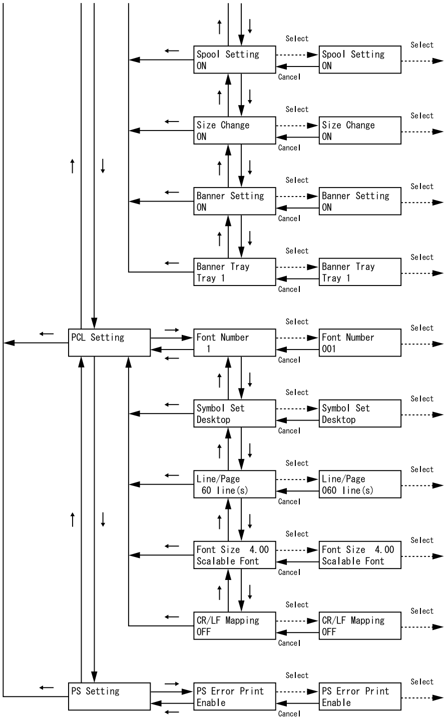

Paper Tray
Tray 1 Size = A4
Select
Cancel
Tray 1 Size = A4
Select
☆When "Custom Size" is selected
Tray 1 Size = Custom Size
Unit mm
X size = 210.0 mm
Y size = 297.0 mm
☆When "Oversized Paper" is selected
Tray 1 Size = Oversized Paper
Oversize Paper = A3W
Unit mm
X size = 420.0 mm
Y size = 297.0 mm
Tray 1 Type = Normal
Tray 1 Type = Normal
Tray 2 Type = Normal
Tray 2 Type = Normal
Tray 3 Type = Normal
Tray 3 Type = Normal
Tray 4 Type = Normal
Tray 4 Type = Normal
Bypass Size = A4
Bypass Size = A4
☆When "Custom Size" is selected
Bypass Size = Custom Size
Unit mm
X size = 210.0 mm
Y size = 297.0 mm
☆When "Oversized Paper" is selected
Bypass Size = Oversized Paper
Oversize Paper = A3W
Unit mm
X size = 420.0 mm
Y size = 297.0 mm
Bypass Type = Normal
Bypass Type = Normal

* The paper trays that appear differ depending on the options that are installed.

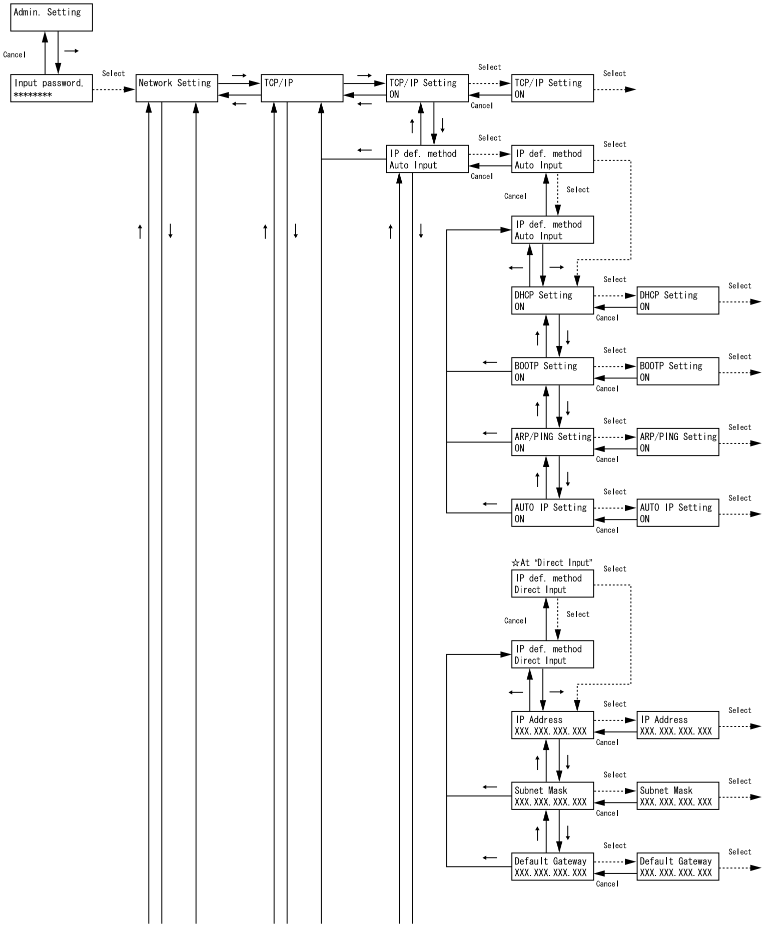
User Setting menu


User Setting
Print Reports
Meter Count
Select
Cancel
OK to Print?
1-Sided
Now printing.
Check Consumable
Setting Info.
Font List
PCL
Demo Page
System Setting
Language Setting
English
Power Save
Low Power
10 min.
010 min.
Sleep Mode
ON 15 min.
ON 015 min.
Tray Setting
Auto Tray Select
T1T2T3T4BP
○○○××
Tray Priority
1 2 3 4 5
Permit
No Match. Paper
Stop Printing


Output Setting
Print Output
Page Print
Select
Cancel
Print Output
Page Print
Select
Exit Tray Set
Tray 1
Select
Cancel
Exit Tray Set
Tray 1
Select
☆When finisher FS-514 is installed
Offset Setting
ON
Select
Cancel
Offset Setting
ON
Select
☆When the mailbin kit is installed
Bin Setting
Tray 1 → Bin 5
Enable
Select
Cancel
Tray 1 → Bin 5
Enable
Select
☆When "Tray 1 → Bin 5" is set to "Enable"
While the optional output tray is installed
Tray 2 → Bin 6
Disable
Select
Cancel
Tray 2 → Bin 6
Disable
Select
Printer Setting
Basic Setting
PDL Setting
Auto
Select
Cancel
PDL Setting
Auto
Select
Paper Tray
Auto
Select
Cancel
Paper Tray
Auto
Select
2-Sided Print
ON
Select
Cancel
2-Sided Print
ON
Select
Bind Direction
Left Bind
Select
Cancel
Bind Direction
Left Bind
Select
Staple
OFF
Select
Cancel
Staple
OFF
Select
Punch
OFF
Select
Cancel
Punch
OFF
Select
# of Sets
1
Select
Cancel
# of Sets
001
Select
Paper Size
A4
Select
Cancel
Paper Size
A4
Select
Org. Direction
Portrait
Select
Cancel
Org. Direction
Portrait
Select


Spool Setting
ON
Select
Cancel
Spool Setting
ON
Select
Size Change
ON
Select
Cancel
Size Change
ON
Select
Banner Setting
ON
Select
Cancel
Banner Setting
ON
Select
Banner Tray
Tray 1
Select
Cancel
Banner Tray
Tray 1
Select
PCL Setting
Font Number
1
Select
Cancel
Font Number
001
Select
Symbol Set
Desktop
Select
Cancel
Symbol Set
Desktop
Select
Line/Page
60 line(s)
Select
Cancel
Line/Page
060 line(s)
Select
Font Size 4.00
Scalable Font
Select
Cancel
Font Size 4.00
Scalable Font
Select
CR/LF Mapping
OFF
Select
Cancel
CR/LF Mapping
OFF
Select
PS Setting
PS Error Print
Enable
Select
Cancel
PS Error Print
Enable
Select

Admin. Setting menu


Admin. Setting
Cancel
Input password.
****
Select
Network Setting
TCP/IP
TCP/IP Setting
ON
Select
TCP/IP Setting
ON
Cancel
Select
IP def. method
Auto Input
Select
IP def. method
Auto Input
Cancel
Select
Cancel
Select
IP def. method
Auto Input
DHCP Setting
ON
Select
DHCP Setting
ON
Cancel
Select
BOOTP Setting
ON
Select
BOOTP Setting
ON
Cancel
Select
ARP/PING Setting
ON
Select
ARP/PING Setting
ON
Cancel
Select
AUTO IP Setting
ON
Select
AUTO IP Setting
ON
Cancel
Select
☆At "Direct Input"
IP def. method
Direct Input
Select
Cancel
Select
IP def. method
Direct Input
IP Address
XXX.XXX.XXX.XXX
Select
IP Address
XXX.XXX.XXX.XXX
Cancel
Select
Subnet Mask
XXX.XXX.XXX.XXX
Select
Subnet Mask
XXX.XXX.XXX.XXX
Cancel
Select
Default Gateway
XXX.XXX.XXX.XXX
Select
Default Gateway
XXX.XXX.XXX.XXX
Cancel
Select

✎...

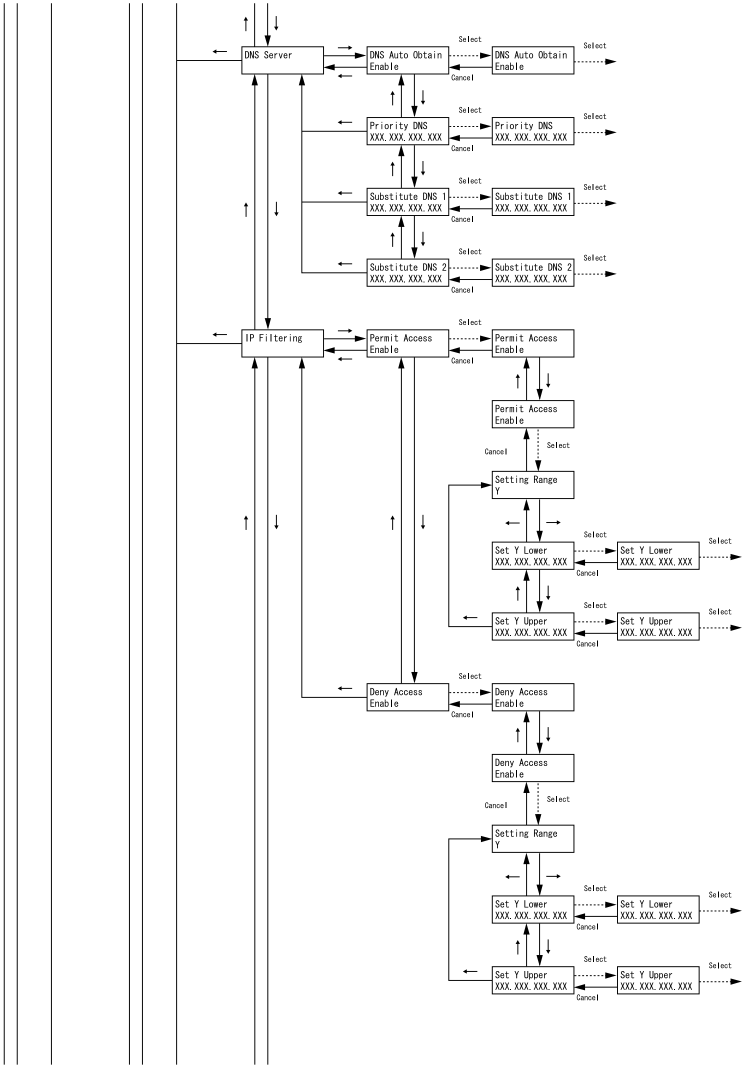
Note

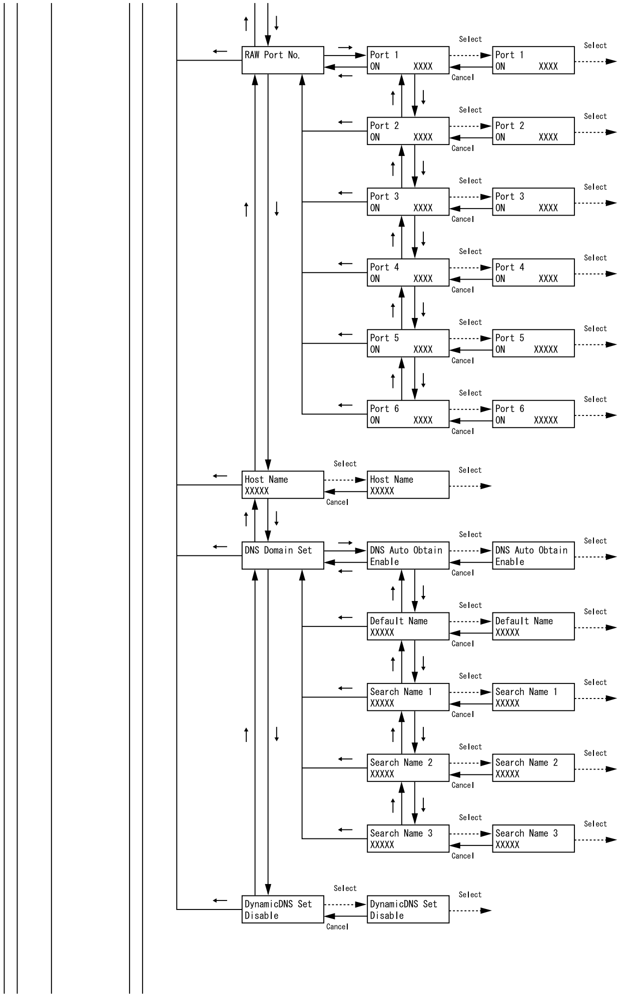
If the entered administrator password is incorrect, the message “Password failure Please wait.” appears, and the “Admin. Setting” menu does not appear.

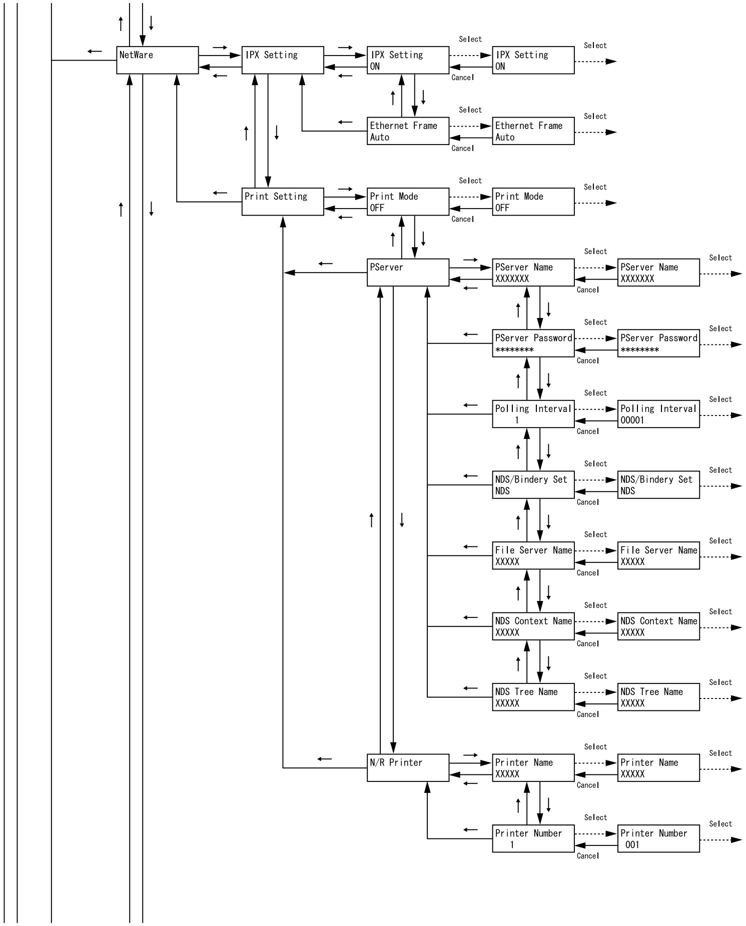
If administrator authentication failed, causing the message “Password is not valid” to appear and preventing any operation from being performed, restart the machine.

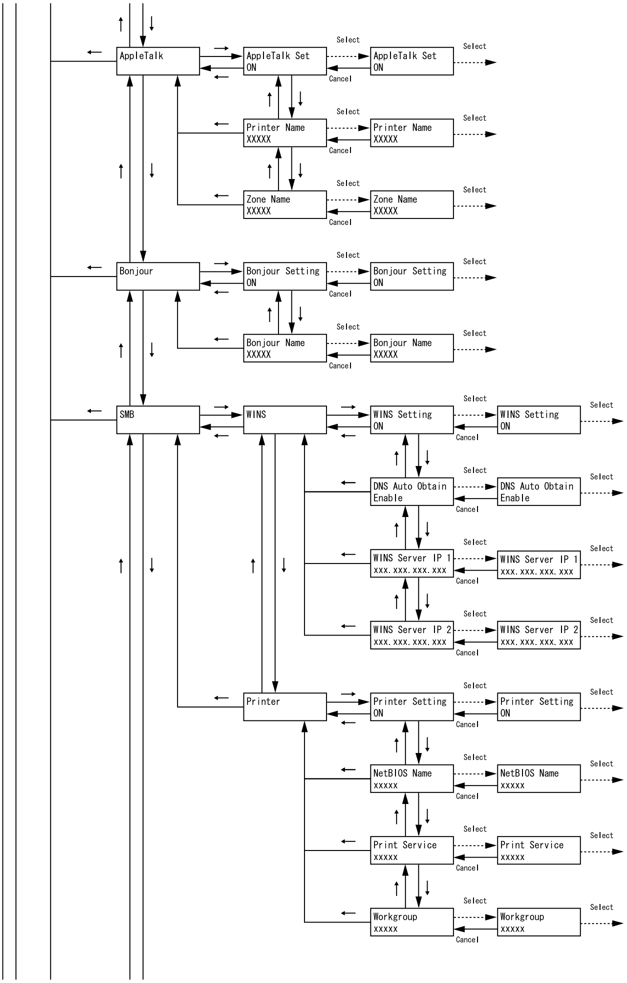
After network settings are changed, the message “Completed. Turn power off.” appears. To apply the new settings, turn the machine off, then on again.

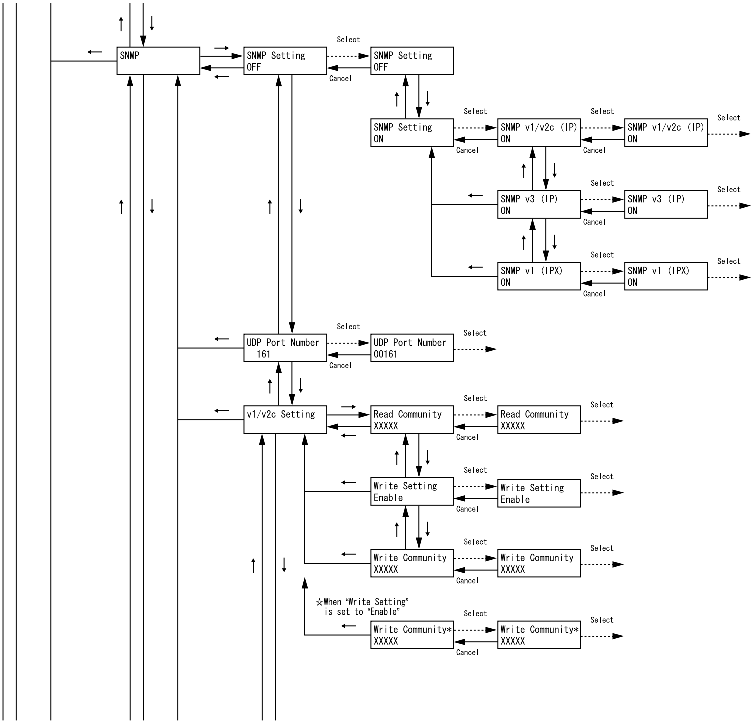
When turning the machine off, then on again, wait at least 10 seconds to turn the main power switch on after turning it off. The machine may not operate correctly if it is turned on immediately after being turned off.


DNS Server
DNS Auto Obtain
Enable
Select
Cancel
DNS Auto Obtain
Enable
Select
Priority DNS
XXX.XXX.XXX.XXX
Select
Cancel
Priority DNS
XXX.XXX.XXX.XXX
Select
Substitute DNS 1
XXX.XXX.XXX.XXX
Select
Cancel
Substitute DNS 1
XXX.XXX.XXX.XXX
Select
Substitute DNS 2
XXX.XXX.XXX.XXX
Select
Cancel
Substitute DNS 2
XXX.XXX.XXX.XXX
Select
IP Filtering
Permit Access
Enable
Select
Cancel
Permit Access
Enable
Permit Access
Enable
Cancel
Select
Setting Range
Y
Set Y Lower
XXX.XXX.XXX.XXX
Select
Cancel
Set Y Lower
XXX.XXX.XXX.XXX
Select
Set Y Upper
XXX.XXX.XXX.XXX
Select
Cancel
Set Y Upper
XXX.XXX.XXX.XXX
Select
Deny Access
Enable
Select
Cancel
Deny Access
Enable
Deny Access
Enable
Cancel
Select
Setting Range
Y
Set Y Lower
XXX.XXX.XXX.XXX
Select
Cancel
Set Y Lower
XXX.XXX.XXX.XXX
Select
Set Y Upper
XXX.XXX.XXX.XXX
Select
Cancel
Set Y Upper
XXX.XXX.XXX.XXX
Select


RAW Port No.
Port 1 ON XXXX
Port 2 ON XXXX
Port 3 ON XXXX
Port 4 ON XXXX
Port 5 ON XXXX
Port 5 ON XXXXX
Port 6 ON XXXX
Port 6 ON XXXXX
Host Name XXXXX
DNS Domain Set
DNS Auto Obtain Enable
Default Name XXXXX
Search Name 1 XXXXX
Search Name 2 XXXXX
Search Name 3 XXXXX
DynamicDNS Set Disable
Select
Cancel

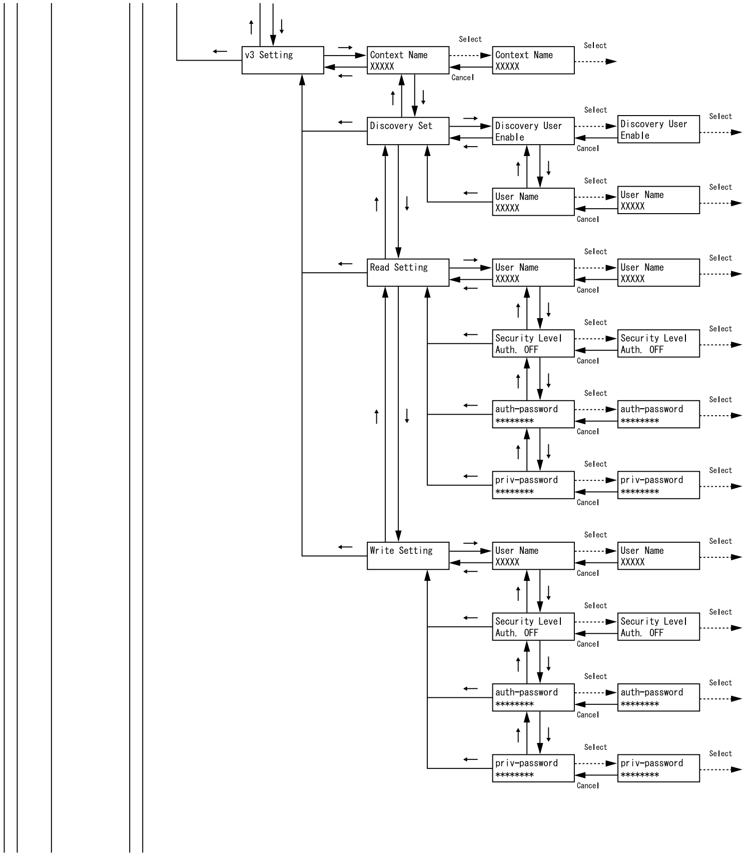

NetWare
IPX Setting
IPX Setting
ON
Select
Cancel
IPX Setting
ON
Select
Ethernet Frame
Auto
Select
Cancel
Ethernet Frame
Auto
Select
Print Setting
Print Mode
OFF
Select
Cancel
Print Mode
OFF
Select
PServer
PServer Name
XXXXXXX
Select
Cancel
PServer Name
XXXXXXX
Select
PServer Password
****
Select
Cancel
PServer Password
****
Select
Polling Interval
1
Select
Cancel
Polling Interval
00001
Select
NDS/Bindery Set
NDS
Select
Cancel
NDS/Bindery Set
NDS
Select
File Server Name
XXXXX
Select
Cancel
File Server Name
XXXXX
Select
NDS Context Name
XXXXX
Select
Cancel
NDS Context Name
XXXXX
Select
NDS Tree Name
XXXXX
Select
Cancel
NDS Tree Name
XXXXX
Select
N/R Printer
Printer Name
XXXXX
Select
Cancel
Printer Name
XXXXX
Select
Printer Number
1
Select
Cancel
Printer Number
001
Select

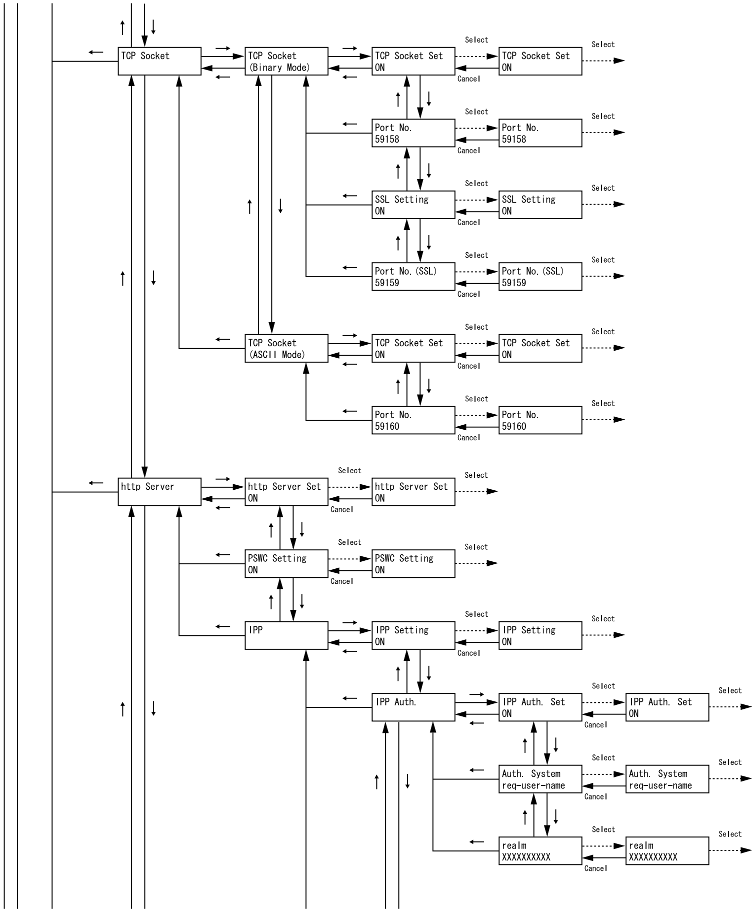

AppleTalk
AppleTalk Set
ON
Select
Cancel
Printer Name
XXXXX
Zone Name
XXXXX
Bonjour
Bonjour Setting
ON
Bonjour Name
XXXXX
SMB
WINS
WINS Setting
ON
DNS Auto Obtain
Enable
WINS Server IP 1
xxx.xxx.xxx.xxx
WINS Server IP 2
xxx.xxx.xxx.xxx
Printer
Printer Setting
ON
NetBIOS Name
xxxxx
Print Service
xxxxx
Workgroup
xxxxx


SNMP
SNMP Setting
OFF
Select
Cancel
SNMP Setting
OFF
SNMP Setting
ON
SNMP v1/v2c (IP)
ON
SNMP v1/v2c (IP)
ON
SNMP v3 (IP)
ON
SNMP v3 (IP)
ON
SNMP v1 (IPX)
ON
SNMP v1 (IPX)
ON
UDP Port Number
161
UDP Port Number
00161
v1/v2c Setting
Read Community
XXXXX
Read Community
XXXXX
Write Setting
Enable
Write Setting
Enable
Write Community
XXXXX
Write Community
XXXXX
☆When "Write Setting" is set to "Enable"
Write Community*
XXXXX
Write Community*
XXXXX

Note

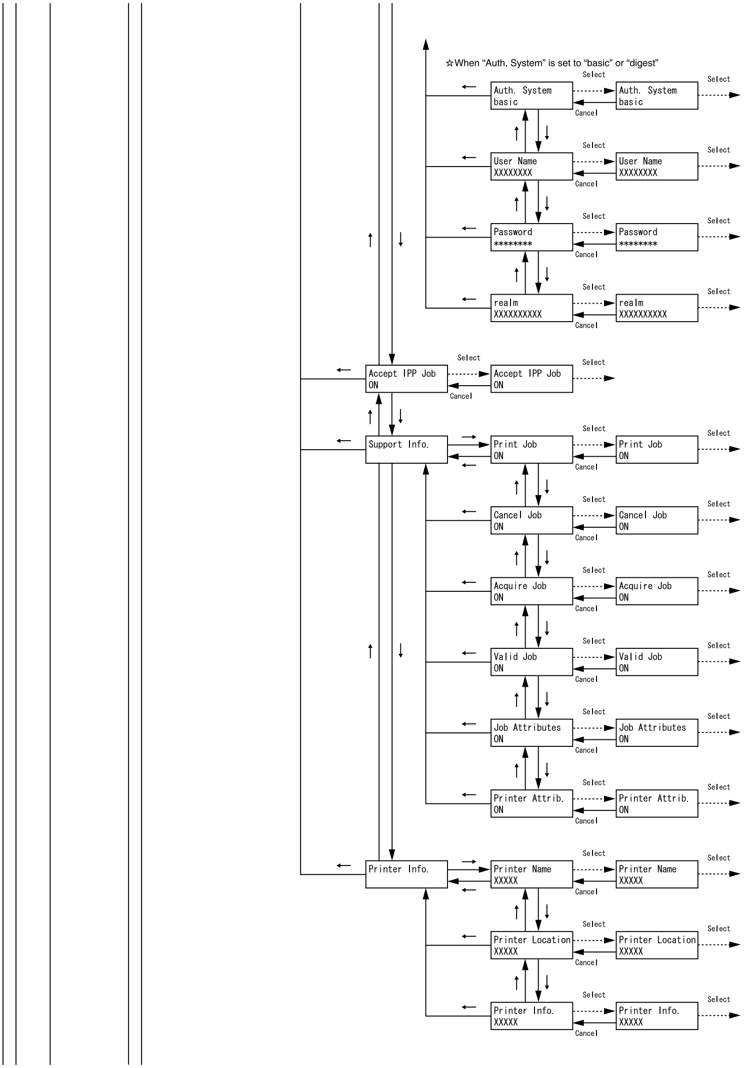
When "Enhanced Security" is set to "ON", "Write Setting" cannot be changed.

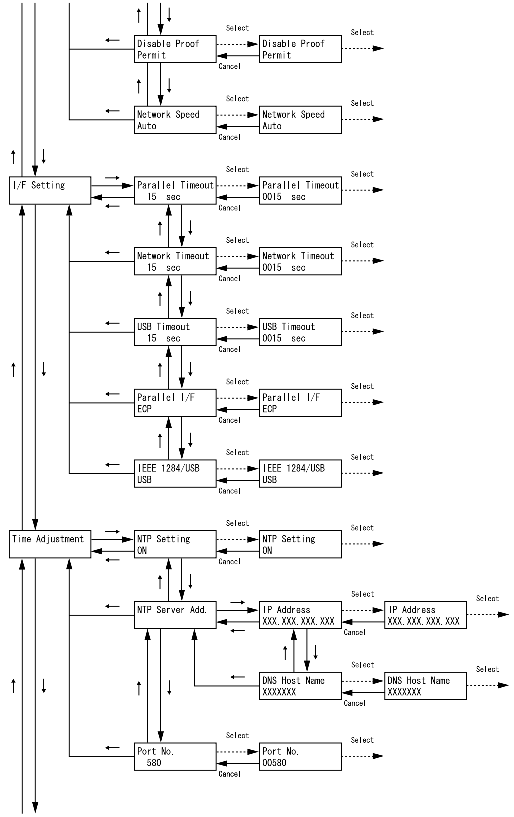

v3 Setting
Context Name
XXXXX
Select
Cancel
Context Name
XXXXX
Select
Discovery Set
Discovery User
Enable
Select
Cancel
Discovery User
Enable
Select
User Name
XXXXX
Select
Cancel
User Name
XXXXX
Select
Read Setting
User Name
XXXXX
Select
Cancel
User Name
XXXXX
Select
Security Level
Auth. OFF
Select
Cancel
Security Level
Auth. OFF
Select
auth-password
****
Select
Cancel
auth-password
****
Select
priv-password
****
Select
Cancel
priv-password
****
Select
Write Setting
User Name
XXXXX
Select
Cancel
User Name
XXXXX
Select
Security Level
Auth. OFF
Select
Cancel
Security Level
Auth. OFF
Select
auth-password
****
Select
Cancel
auth-password
****
Select
priv-password
****
Select
Cancel
priv-password
****
Select

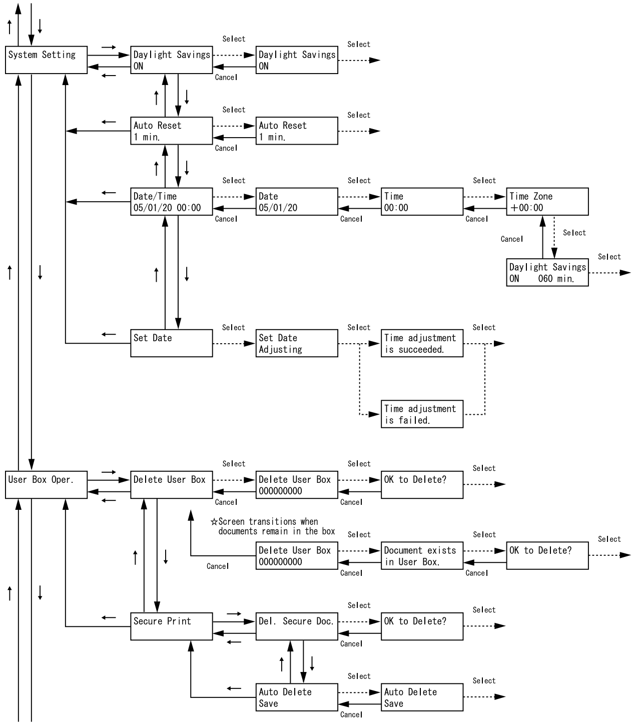

TCP Socket
TCP Socket (Binary Mode)
TCP Socket Set ON
Port No. 59158
SSL Setting ON
Port No. (SSL) 59159
TCP Socket (ASCII Mode)
TCP Socket Set ON
Port No. 59160
http Server
http Server Set ON
PSWC Setting ON
IPP
IPP Setting ON
IPP Auth.
IPP Auth. Set ON
Auth. System req-user-name
realm XXXXXXXXXX
Select
Cancel

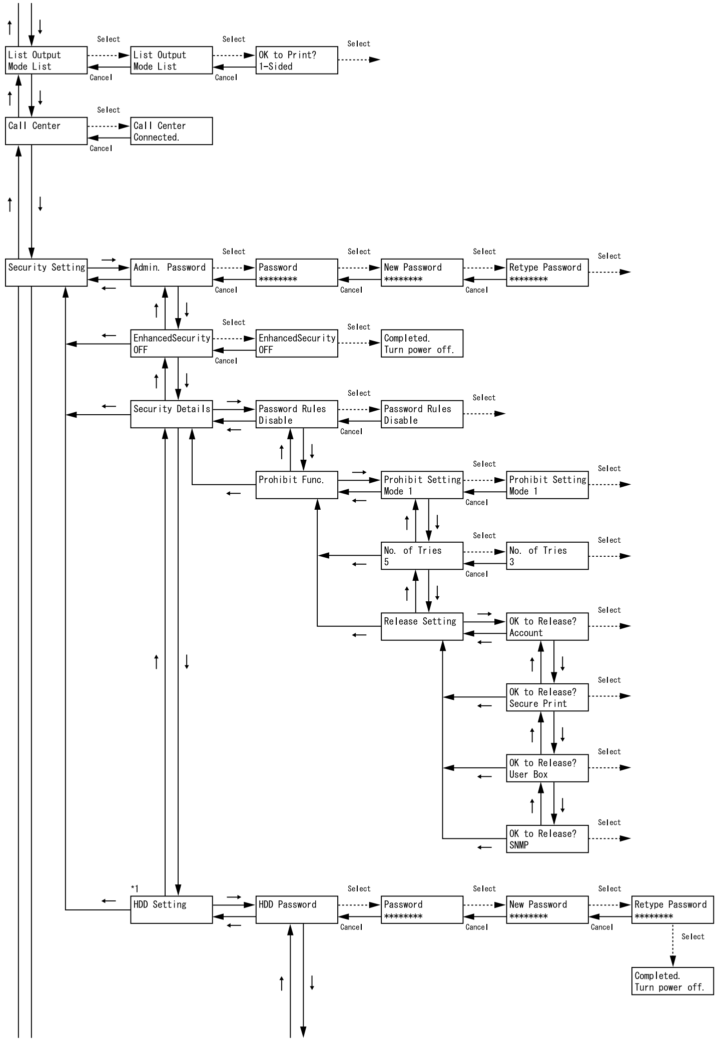
Note

When “Enhanced Security” is set to “ON”, “SSL Setting” of “TCP Socket” cannot be changed.


☆When "Auth. System" is set to "basic" or "digest"
Auth. System
basic
User Name
XXXXXXXX
Password
****
realm
XXXXXXXXXX
Accept IPP Job
ON
Support Info.
Print Job
ON
Cancel Job
ON
Acquire Job
ON
Valid Job
ON
Job Attributes
ON
Printer Attrib.
ON
Printer Info.
Printer Name
XXXXX
Printer Location
XXXXX
Printer Info.
XXXXX
Select
Cancel


Disable Proof
Permit
Select
Cancel
Disable Proof
Permit
Select
Network Speed
Auto
Select
Cancel
Network Speed
Auto
Select
I/F Setting
Parallel Timeout
15 sec
Select
Cancel
Parallel Timeout
0015 sec
Select
Network Timeout
15 sec
Select
Cancel
Network Timeout
0015 sec
Select
USB Timeout
15 sec
Select
Cancel
USB Timeout
0015 sec
Select
Parallel I/F
ECP
Select
Cancel
Parallel I/F
ECP
Select
IEEE 1284/USB
USB
Select
Cancel
IEEE 1284/USB
USB
Select
Time Adjustment
NTP Setting
ON
Select
Cancel
NTP Setting
ON
Select
NTP Server Add.
IP Address
XXX.XXX.XXX.XXX
Select
Cancel
IP Address
XXX.XXX.XXX.XXX
Select
DNS Host Name
XXXXXXX
Select
Cancel
DNS Host Name
XXXXXXX
Select
Port No.
580
Select
Cancel
Port No.
00580
Select


System Setting
Daylight Savings ON
Daylight Savings ON
Auto Reset 1 min.
Auto Reset 1 min.
Date/Time 05/01/20 00:00
Date 05/01/20
Time 00:00
Time Zone +00:00
Daylight Savings ON 060 min.
Set Date
Set Date Adjusting
Time adjustment is succeeded.
Time adjustment is failed.
User Box Oper.
Delete User Box
Delete User Box 000000000
OK to Delete?
☆Screen transitions when documents remain in the box
Delete User Box 000000000
Document exists in User Box.
OK to Delete?
Secure Print
Del. Secure Doc.
OK to Delete?
Auto Delete Save
Auto Delete Save
Select
Cancel


List Output
Mode List
Select
Cancel
List Output
Mode List
OK to Print?
1-Sided
Call Center
Call Center
Connected.
Security Setting
Admin. Password
Password
****
New Password
****
Retype Password
****
EnhancedSecurity
OFF
EnhancedSecurity
OFF
Completed.
Turn power off.
Security Details
Password Rules
Disable
Password Rules
Disable
Prohibit Func.
Prohibit Setting
Mode 1
Prohibit Setting
Mode 1
No. of Tries
5
No. of Tries
3
Release Setting
OK to Release?
Account
OK to Release?
Secure Print
OK to Release?
User Box
OK to Release?
SNMP
*1
HDD Setting
HDD Password
Password
****
New Password
****
Retype Password
****
Completed.
Turn power off.

*1 Appears when the HDD is installed.

*2 Appears when the security kit is installed.

...

Note

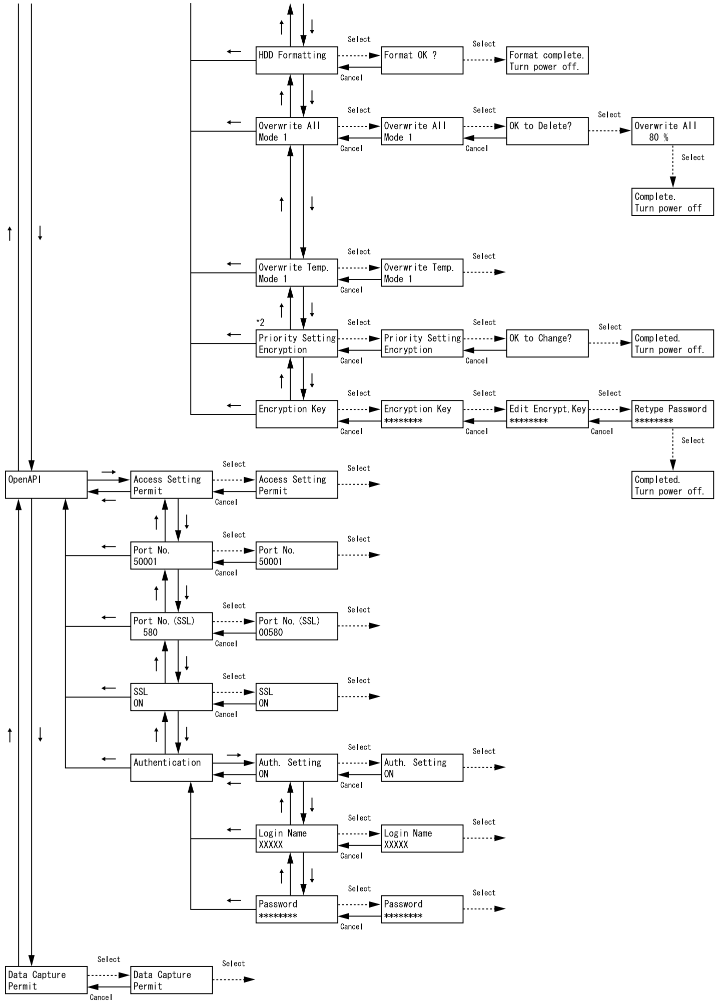
If the entered password is incorrect, the message "Password failure Please wait." appears, and the menu for the function does not appear.

If the entered encryption key is incorrect, the message "Encryption Passphrase failure" appears, and the menu for the function does not appear.

If administrator authentication failed, causing the message "Password is not valid" to appear and preventing any operation from being performed, restart the machine.
When turning the machine off, then on again, wait at least 10 seconds to turn the main power switch on after turning it off. The machine may not operate correctly if it is turned on immediately after being turned off.

If "Enhanced Security" cannot be set to "ON", the message "It cannot change" appears. For details, contact the service representative.

When "Enhanced Security" is set to "ON", "Prohibit Setting" of "Security Details" cannot be changed.

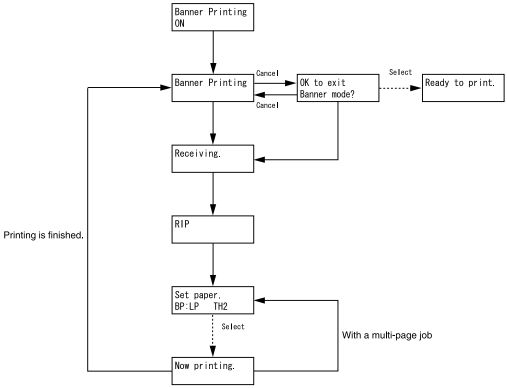

HDD Formatting
Format OK ?
Format complete.
Turn power off.
Overwrite All
Mode 1
Overwrite All
Mode 1
OK to Delete?
Overwrite All
80 %
Complete.
Turn power off
Overwrite Temp.
Mode 1
Overwrite Temp.
Mode 1
*2
Priority Setting
Encryption
Priority Setting
Encryption
OK to Change?
Completed.
Turn power off.
Encryption Key
Encryption Key
****
Edit Encrypt.Key
****
Retype Password
****
Completed.
Turn power off.
OpenAPI
Access Setting
Permit
Access Setting
Permit
Port No.
50001
Port No.
50001
Port No.(SSL)
580
Port No.(SSL)
00580
SSL
ON
SSL
ON
Authentication
Auth. Setting
ON
Auth. Setting
ON
Login Name
XXXXX
Login Name
XXXXX
Password
****
Password
****
Data Capture
Permit
Data Capture
Permit
Select
Cancel

Note

When "Enhanced Security" is set to "ON", "SSL" of "OpenAPI" and "Data Capture" cannot be changed.

If an SSL certificate is not installed, "SSL" and "Port No. (SSL)" of "OpenAPI" cannot be changed.

Banner Print menu


Banner Printing
ON
Banner Printing
Cancel
OK to exit
Banner mode?
Cancel
Select
Ready to print.
Receiving.
RIP
Printing is finished.
Set paper.
BP:LP TH2
Select
With a multi-page job
Now printing.

4.3 Parameters

Job Operation

This section describes the parameters and main settings that can be specified after pressing the [Menu/Select] key, then selecting “Job Operation”.

Account Name

Parameters	Description	Initial Setting
Account Name	Select the name of the account.	—
Password	Type in the password for the account.	—

Detail
“Account Name” appears only if account track settings have been specified on this machine.

Secure Print

Parameters	Description	Initial Setting
ID	Type in the ID for the confidential document.	—
Password	Type in the password for the confidential document.	—

User Box

Parameters	Description	Initial Setting
Select User Box	Select the name of the box.	—
User Box Password	Type in the password of the box.	—
Binding Position	Adjust the center binding position.	0
Fold Position	Adjust the center folding position.	0

Detail
[Binding Position] and [Fold Position] appear only when the “Fold & Staple” setting is selected and optional finisher FS-514 is installed.

Paper Tray

This section describes the parameters and main settings that can be specified after pressing the [Menu/Select] key, then selecting “Paper Tray”.

Parameters	Description	Initial Setting
Tray 1 Size	Select the size of paper loaded in Tray 1.	8-1/2 × 11
Tray 1 Type	Select the type of paper loaded in Tray 1.	Normal
Tray 2 Type	Select the type of paper loaded in Tray 2.	Normal
Tray 3 Type	Select the type of paper loaded in Tray 3.	Normal
Tray 4 Type	Select the type of paper loaded in Tray 4.	Normal
Bypass Size	Select the size of paper loaded in the bypass tray.	8-1/2 × 11
Bypass Type	Select the type of paper loaded in the bypass tray.	Normal

Detail

If “Custom Size” or “Oversized Paper” is selected as the paper size, the exact size can be specified.

- If postcards were loaded, select “Thick 2”.
- If “A6 Card T” is selected, “Thick 2” is automatically selected. If paper other than postcards is loaded, change the paper type setting.

User Setting

This section describes the parameters and main settings that can be specified after pressing the [Menu/Select] key, then selecting “User Setting”.

Print Reports

Parameters	Description	Initial Setting
Meter Count	Prints the total checklist.	—
Check Consumable	Prints the checklist for consumables.	—
Settings Info.	Prints a list of the machine settings.	—
Font List	Prints the font lists for PCL mode or PS mode.	—
Demo Page	Prints the demo page.	—

System Setting

Parameters	Description	Initial Setting
Language Setting	Specify the screen display language.	English

Power Save

Parameters	Description	Initial Setting
Low Power	Specify the desired length of time (between 10 and 240 minutes) until the machine enters Power Save mode.	10 Min.
Sleep Mode	Select whether the machine automatically enters Sleep mode (“ON” and “OFF”) and specify the desired length of time (between 15 and 240 minutes) until the machine enters Sleep mode. Depending on the Service Mode setting, the “ON” and “OFF” settings may or may not be available.	ON 15 Min.

Tray Setting

Parameters	Description	Initial Setting
Auto Tray Select	Specify the paper trays that are selected when the paper tray is automatically changed.	T1, T2, T3, T4, BP
Tray Priority	Specify the priority for selecting the paper trays when the automatic paper-tray-switching operation is performed.	T1, T2, T3, T4, BP
Auto Tray Select	Select whether or not a paper tray loaded with paper of the same size is selected automatically when the paper tray becomes empty.	Permit
No Match. Paper	Select the operation that is performed when there is no paper of the corresponding size in the specified paper tray. • Stop Printing: The machine stops operating. • Switch Trays: The specified paper trays are selected in the specified order of priority and, when the tray runs out of paper, the next paper tray is selected.	Stop Printing

Output Setting

Parameters	Description	Initial Setting
Print Output	Select whether the machine waits until the first page of a print job is received before starting to print or whether the machine waits until all data is received before starting to print.	Page Print
Exit Tray Set	Specify the priority for using the output trays of the finisher.	Main Tray
Offset Setting	Select whether or not printed papers are fed out shifted when "Offset" is selected while a finisher is installed. • [ON]: Pages are fed out shifted. • [OFF]: Pages are fed out without being shifted.	ON
Bin Setting	The output tray 1 can be specified as mailbin 5 and the optional output tray can be specified as mailbin 6.	Disable

Detail

[Bin setting] appears if the optional mailbin kit is installed.

Printer Setting

	Parameters	Description	Initial Setting
Basic Setting	PDL Setting	Specify the printer description language as “Auto”, “PCL”, or “PS”.	Auto
	Paper Tray	Select the paper tray that is to be used.	Auto
	2-Sided Print	Select whether or not (“ON” or “OFF”) pages are printed on both sides.	OFF
	Bind Direction	Select the binding position for double-sided printing (“Top Bind”, “Left Bind”, or “Right Bind”).	Left Bind
	Staple	Select whether or not (“ON” or “OFF”) pages are to be stapled.	OFF
	Punch	Select whether or not (“ON” or “OFF”) holes are to be punched in the pages.	OFF
	# of Sets	Specify the number of copies to be printed (between 1 and 999).	1
	Paper Size	Select the size of paper that is to be used.	8-1/2 × 11
	Org. Direction	Select the orientation of the print image.	Portrait
	Spool Setting	Select whether or not a spool is used. • ON: If another job is received while a job is being performed, the next job is saved on the HDD. • OFF: The print data is not saved on the HDD.	ON
	Size Change	Select whether or not (“ON” or “OFF”) paper size substitutions A4 ↔ Letter and A3 ↔ Ledger are permitted.	ON
	Banner Setting	Select whether or not to print banner pages (front cover pages) containing the name of the sender and the subject of the print job.	ON
	Banner Tray	Select the paper tray used to print banner pages.	Tray 1

	Parameters	Description	Initial Setting
PCL Setting	Typeface	Specify the font to be used. Refer to the following page for a list of fonts that correspond to the numbers.	01
	Symbol Set	Specify the symbol set to be used.	Desktop
	Line/Page	Specify the number of lines per page.	60 lines
	Font Size 4.00	Specify the font size to be used.	Scalable Font; 4.00
	CR/LF Mapping	Specify the substitution method for printing text data. • Mode 1: CR is substituted with CR-LF. • Mode 2: LF is substituted with CR-LF. • Mode 3: Substitute with CR-LF. • OFF: No substitution is performed.	OFF
PS Setting	PS Error Print	Select whether or not error information is printed when an error has occurred during PS rasterization.	Enable

Font List

No.	Font Name	No.	Font Name
0	Courier	40	Helvetica BoldOblique
1	CG Times	41	Helvetica Narrow
2	CG Times Bold	42	Helvetica Narrow Bold
3	CG Times Italic	43	Helvetica Narrow Oblique
4	CG Times Bold Italic	44	Helvetica Narrow Bold Oblique
5	CG Omega	45	Palatino Roman
6	CG Omega Bold	46	Palatino Bold
7	CG Omega Italic	47	Palatino Italic
8	CG Omega Bold Italic	48	Palatino Bold Italic
9	Coronet	49	ITC Avant Garde Gothic Book
10	Clarendon Condensed	50	ITC Avant Garde Gothic Demi
11	Univers Medium	51	ITC Avant Garde Gothic Book Oblique
12	Univers Bold	52	ITC Avant Garde Gothic Demi Oblique
13	Univers Medium Italic	53	ITC Bookman Light
14	Univers Bold Italic	54	ITC Bookman Demi
15	Univers Condensed Medium	55	ITC Bookman Light Italic

No.	Font Name	No.	Font Name
16	Univers Condensed Bold	56	ITC Bookman Demi Italic
17	Univers Condensed Medium Italic	57	New Century Schoolbook Roman
18	Univers Condensed Bold Italic	58	New Century Schoolbook Bold
19	Antique Olive	59	New Century Schoolbook Italic
20	Antique Olive Bold	60	New Century Schoolbook Bold Italic
21	Antique Olive Italic	61	Times Roman
22	Garamond Antiqua	62	Times Bold
23	Garamond Halbfett	63	Times Italic
24	Garamond Kursiv	64	Times Bold Italic
25	Garamond Kursiv Halbfett	65	ITC Zapf Chancery Medium Italic
26	Marigold	66	Symbol
27	Albertus Medium	67	SymbolPS
28	Albertus Extra Bold	68	Wingdings
29	Arial	69	ITC Zapf Dingbats
30	Arial Bold	70	Courier Bold
31	Arial Italic	71	Courier Italic
32	Arial Bold Italic	72	Courier Bold Italic
33	Times New Roman	73	Letter Gothic
34	Times New Roman Bold	74	Letter Gothic Bold
35	Times New Roman Italic	75	Letter Gothic Italic
36	Times New Roman Bold Italic	76	CourierPS
37	Helvetica	77	CourierPS Bold
38	Helvetica Bold	78	CourierPS Oblique
39	Helvetica Oblique	79	CourierPS Bold Oblique
		80	Line Printer ON

Admin. Setting

This section describes the parameters and main settings that can be specified after pressing the [Menu/Select] key, then selecting “Admin. Setting”.

Network Setting

	Parameters		Description	Initial Setting
TCP/IP	TCP/IP Setting		Select whether or not TCP/IP is used.	ON
	IP def. method		Select whether or not DHCP is used to automatically acquire the IP address. If “Auto” is selected, specify whether or not “DHCP”, “BOOTP”, “ARP/PING”, or “AUTO IP” is used to acquire the IP address. If “Direct” is selected, specify settings for “IP Address”, “Subnet Mask”, and “Default Gateway”.	Auto
	DNS Server		Specify the DNS server settings.	—
		DNS Auto Obtain	Select whether or not the DNS server is automatically acquired.	Enable
		Priority DNS	Register the address of the DNS server given priority.	—
		Substitute DNS 1 & 2	Register the addresses of the alternate DNS servers.	—
	IP Filtering		Specify the settings for IP address filtering.	—
	RAW Port No.		Specify the RAW port number.	—
	Host Name		Specify the host name.	—
	DNS Domain Set		Specify the name of the DNS domain.	—
		DNS Auto Obtain	Select whether or not the name of the DNS domain is automatically acquired.	Enable
		Default Name	Register the default domain name.	—
		Search Name 1, 2 & 3	Register the search domain name.	—
	DNS Domain Set		Specify the domain name.	—
	DynamicDNS Set		Select whether or not dynamic DNS is enabled when the DNS server being used is compatible with dynamic DNS functions.	—

	Parameters		Description	Initial Setting
NetWare	IPX Setting		Specify the name of the DNS domain.	—
		IPX Setting	Select whether or not IPX is used.	ON
		Ethernet Frame	Select the frame type.	—
	Print Setting		Specify the server conditions.	—
		Print Mode	Select whether or not the print mode is used.	OFF
		Pserver	Specify the various parameters (password, Bindery/NDS, server name, etc.) for the print server.	—
		N/R Printer	Specify the printer name and printer number.	—
AppleTalk	AppleTalk Set		Select whether or not AppleTalk is used.	ON
	Printer Name		Specify the name of the printer.	—
	Zone Name		Specify the zone name.	—
Bonjour	Bonjour Setting		Select whether or not Bonjour is used.	ON
	Bonjour Name		Specify the Bonjour name.	—
SMB	WINS		Specify the WINS function for SMB.	—
		WINS Setting	Select whether or not the WINS function is used.	ON
		DNS Auto Obtain	Select whether or not the IP address of the WINS server is automatically acquired from the DHCP server.	Enable
		WINS Server IP 1 & 2	Register the IP address of the WINS server.	—
	Printer		Specify the print function for SMB.	—
		Printer Setting	Select whether or not the SMB port is used in Print mode.	ON
		NetBIOS Name	Register the NetBIOS name.	—
		Print Server	Register the name of the print service.	—
		Workgroup	Register the name of the workgroup.	—

	Parameters		Description	Initial Setting
SNMP	SNMP Setting		Select whether or not SNMP is used. If it is used, specify whether or not "SNMP v1/v2c (IP)", "SNMP v3 (IP)", or "SNMP v1 (IPX)" is used.	OFF
	UDP Port Number		Specify the UDP port number.	—
	v1/v2c Setting		Specify the SNMP v1/v2c settings.	—
		Read Community	Register the name of the read community. As a default, "public" is specified.	—
		Write Setting	Select whether to enable or disable the write permissions.	Enable
		Write Community	Register the name of the write community. As a default, "private" is specified.	—
	v3 Setting		Specify the SNMP v3 settings.	—
		Context Name	Register the context name.	—
		Discovery Set	Select whether to enable or disable the discovery user permissions.	Enable
		Read Setting	Specify the security level for reading.	—
		Write Setting	Specify the security level for writing.	—
TCP Socket	TCP Socket (Binary Mode)		Specify the WINS function for SMB.	—
		TCP Socket Set	Select whether or not TCP socket settings are used.	ON
		Port No.	Register the number of the port to be used.	—
		SSL Setting	Select whether or not SSL/TLS is used.	ON
		Port No. (SSL)	Register the number of the port to be used.	—
	TCP Socket (ASCII Mode)		Specify the print function for SMB.	—
		TCP Socket Set	Select whether or not TCP socket settings are used.	ON
		Port No.	Register the number of the port to be used.	—

	Parameters		Description	Initial Setting
http Server	http Server Set		Select whether or not the http server settings are used.	ON
	PSWC Setting		Select whether or not PageScope Web Connection is used.	ON
	IPP		Specify IPP print settings.	—
		IPP Setting	Select whether or not IPP printing is used.	ON
		IPP Auth.	Select whether or not authentication is performed. If IPP authentication is performed, select the authentication method.	—
		Accept IPP Job	Select whether or not IPP jobs are permitted.	ON
		Support Info.	Specify the print operations supported by IPP.	—
		Printer Info.	Specify the printer information.	—
Disable Proof	Select whether or not to permit a connection if the period of validity for the SSL sever certificate has expired when this machine is connecting to an SSL server as a client.			Permit
Network Speed	Select the operating speed.			Auto

I/F Setting

Parameters	Description	Initial Setting
Parallel Timeout	Specify the length of time until a transmission timeout occurs.	15 sec.
Network Timeout	Specify the length of time until a transmission timeout occurs.	15 sec.
USB Timeout	Specify the length of time until a transmission timeout occurs.	15 sec.
Parallel I/F	Specify the mode for using a parallel interface.	ECP
IEEE 1284/USB	Select whether a parallel or USB interface is used.	USB

Time Adjustment

Parameters	Description	Initial Setting
NTP Setting	Select whether or not the time is obtained through NTP.	ON
NTP Server Add.	Specify the IP address or DNS name of the NTP server.	—
Port No.	Specify the receiving port number for NTP.	123

System Setting

Parameters	Description	Initial Setting
Daylight Saving	Select whether or not the machine’s internal clock observes daylight saving time, and specify the time difference for daylight saving time between 1 and 150 minutes.	OFF
Auto Reset	Specify the setting (between 1 and 9 minutes or “OFF”) for the desired length of time until the automatic system reset operation is performed.	1 Min.
Date/Time Setting	Specify the date, time and time zone for the machine’s internal clock.	—
Set Date	“Set Date” appears only if “Time Adjustment” in the “Admin. Setting” menu is set to “ON”.	—

Detail

“Set Date” appears only if “Time Adjustment” in the “Admin. Setting” menu is set to “ON”.

If “Enhanced Security” is set to “ON”, the administrator is logged off from Administrator mode according to the time specified for “Auto Reset”.

User Box Oper.

Parameters	Description	Initial Setting
Delete User Box	Deletes boxes.	—
Del. Secure Doc.	Deletes confidential documents.	—

List Output

Parameters	Description	Initial Setting
List Output	Prints the list of machine settings.	—

Call Center

Parameters	Description	Initial Setting
Call Center	Transmits the status of the machine to the center.	—

Security Setting

Parameters		Description	Initial Setting
Admin. Password		Changes the administrator password.	—
Enhanced Security		Select whether or not enhanced security settings are applied.	OFF
Security Details		Specify detailed security settings.	
	Password Rules	Select whether or not password rules are applied.	Disable
	Prohibit Func.	Select the operations that are prohibited (authentication lock) if user authentication fails, specify the number of times that authentication can be checked before the operations are prohibited, and cancel restrictions on operations.	Prohibition: Mode 1 Number of Checks: 3
HDD Setting		Performs operations concerning the HDD drive, such as deleting data saved on the HDD. If Security Kit is installed, settings can be specified to encrypt the data on the HDD.	—

Note

The operation of the “Prohibit Func.” parameter applies to the following passwords.
Account track passwords, box passwords, passwords for confidential documents, and the administrator password

If operation of the control panel is restricted, select “Prohibit Func.”, then “Release Setting”, and then select the prohibited operations to be allowed.
Account: Operations for user authentication and account track
Secure Print: Operations for confidential documents
User Box: Operations for boxes
SNMP: Operations for SNMP v3 Write user authentication

If the control panel cannot be operated even after canceling operation restrictions or if an operation is prohibited from a failed attempt to authenticate the administrator password, restart the machine.

If the encryption settings are changed, the hard disk must be reformatted.

Detail

For details on the operations available with “Enhanced Security”, refer to “Enhanced Security” on page 4-45.

For details on the operations available with “HDD Setting”, refer to “HDD Setting” on page 4-48.

Enhanced Security

When the enhanced security setting is applied on this machine, various linked security settings are set in order to increase security when managing data. Restrictions are applied to user operations, and box operations and print jobs are limited.

There are various settings that must first be specified or are forcibly set in order for “Enhanced Security” to be set to “ON”. Before setting “Enhanced Security” to “ON”, be sure to check the settings for the security functions.

Note
If there are settings that are incompatible with the enhanced security settings, “Enhanced Security” cannot be set to “ON”.

Settings

The following settings must first be specified in order to set “Enhanced Security” to “ON”.

“Admin. Setting” menu	Settings
“OpenAPI” – “SSL”	Set so that “SSL” appears. “SSL” appears when a certificate is registered with PageScope Web Connection.
“Security Setting” – “Admin. Password”	Specify a password that meets the password rules.
“Security Setting” – “HDD Setting” – “HDD Password” *Otherwise, install the optional security kit, and specify an encryption key.	Specify the hard disk locking password.

Detail
Certain conditions must be met in order for the enhanced security settings to be applied. For details, contact your service representative.

The settings that must be specified or are forcibly set cannot be changed after “Enhanced Security” is set to “ON”.

Changed settings

For increased security, change the following linked settings when “Enhanced Security” is set to “ON”.

“Admin. Setting” menu	**Changed settings**
“Security Setting” – “Security Details” – “Password Rules”	Set to “Enable”.
“Security Setting” – “Security Details” – “Prohibit Func.”	Set to “Mode 2” and three times or less for checking.
“Security Setting” – “HDD Setting” – “Overwrite Temp.”	Set to “Mode 2”.

✎...

Note

The number of times for checking for “Prohibit Func.” can be changed to a number between one and three.

A changed setting cannot be changed when “Enhanced Security” is set to “OFF”.

When “Password Rules” is set to “Enable”, a password that does not meet the password rules is considered a failed attempt during authentication. For details on the password rules, refer to “Password Rules” on page 4-47.

✎...

Note

When “Enhanced Security” is set to “ON”, limitations are placed on the user for the following operations.

When password authentication has failed the number of times specified for “No. of Tries”, the control panel can no longer be operated (authentication lock). If operation of the control panel is restricted, select “Prohibit Func.”, then “Release Setting”, and then select the prohibited operations to be allowed.

An application performing the write operation with SNMP v1/v2c cannot be connected.

Write users using SNMP v3 must be authenticated.

This machine’s counter data cannot be retrieved by PageScope Net Care or PageScope VISUALCOUNT-MASTER.

Password Rules

If password rules have been applied, the following limitations are applied to the passwords in order to increase security.

If password rules are applied and already specified passwords do not meet the password rules, those passwords are not accepted when they are entered. In that case, the administrator should temporarily turn off the password rules, then specify the passwords according to the following conditions.

Administrator password

Limitations on the number of characters	Limitations on registering/changing
8 alphanumeric characters (case-sensitive)	• A password that consists of a repetition of the same character cannot be registered. • The same password as one before being changed cannot be registered.

Account passwords

Limitations on the number of characters	Limitations on registering/changing
8 or more alphanumeric characters (case-sensitive)	• A password that consists of a repetition of the same character cannot be registered. • The same password as one before being changed cannot be registered.

Note

When password authentication has failed the number of times specified for “No. of Tries”, the control panel can no longer be operated (authentication lock). If operation of the control panel is restricted, select “Prohibit Func.”, then “Release Setting”, and then select the prohibited operations to be allowed.

Box passwords

Limitations on the number of characters	Limitations on registering/changing
8 alphanumeric characters (case-sensitive)	• A password that consists of a repetition of the same character cannot be registered. • The same password as one before being changed cannot be registered.

Confidential document passwords

Limitations on the number of characters	**Limitations on registering/changing**
8 alphanumeric characters (case-sensitive)	• A password that consists of a repetition of the same character cannot be registered.

HDD Setting

The following operations can be performed from the HDD Setting screen.

HDD Password

Changes the password for using the HDD.

HDD Formatting

Formats the optional HDD.

Overwrite All

All data on the HDD is overwritten.

Reminder
Overwrite all data before disposing of the machine. Before performing this operation, be sure to consult with your service representative.

Overwrite Temp.

Select “Mode 1” or “Mode 2” as the method for overwriting data on the HDD. With “Mode 1”, the data is overwritten once with simple data. With “Mode 2”, the data is overwritten many times.

Detail
With all operations for computer printing, image data is temporarily written to the HDD.

By selecting the “Overwrite Temp.” parameter, the area of the HDD where image data is saved can be overwritten after the data is printed, and the data can be erased. This process prevents disclosure of image data on the HDD.

O.W. Priority

Select the priority setting for overwriting temporary data when the security kit is installed. Select “Encryption” to perform high-level security encryption processing. However, data overwriting with encryption of the HDD differs depending on whether “Mode 1” or “Mode 2” is selected. Normally, “Encryption” is selected.

If “Overwrite” is selected, data overwriting with encryption of the HDD is performed depending on whether “Mode 1” or “Mode 2” is selected. Select this setting when the format of the data written to the HDD is considered important.

1. In the O.W. Priority screen, select “Encryption” or “Overwrite”.
2. When the “Encryption” or “Overwrite” setting is changed, follow the instructions in the screen to restart the machine.
3. If an encryption key error appears, select the parameter from the Admin. Setting screen to format the HDD.

Detail
When the “Encryption” or “Overwrite” setting is changed, the HDD must be formatted.

...

Reminder
When turning the machine off, then on again, wait at least 10 seconds to turn the main power switch on after turning it off. The machine may not operate correctly if it is turned on immediately after being turned off.

Encryption Key

Specify encryption of the HDD when the security kit is installed. When a setting is specified, all data written to the HDD is encrypted to protect it. If the encryption key is changed, the HDD must be reformatted.

1. In the Encryption Key screen, type in the encryption key (20 characters long).
2. Retype the encryption key entered in step 1.
3. Follow the instructions in the screen to restart the machine.
4. If an encryption key error appears, select the parameter from the Admin. Setting screen to format the HDD.

...

Reminder

The setting for the “Encryption Key” parameter must be specified by the machine’s administrator.

Detail

The encryption key must contain 20 characters, and cannot contain the same character repeated 20 times.

Be sure to keep the specified encryption key in a safe place so that it will not be lost.

...

Reminder

When turning the machine off, then on again, wait at least 10 seconds to turn the main power switch on after turning it off. The machine may not operate correctly if it is turned on immediately after being turned off.

OpenAPI

Parameters	Description	Initial Setting
Access Setting	Select whether or not OpenAPI access is enabled.	Permit
Port No.	Specify the port number.	—
Port No. (SSL)	Specify the port number (SSL).	50003
SSL	Select whether or not SSL is enabled.	ON
Authentication	Select whether or not user authentication is performed.	OFF

Data Capture

Parameter	Description	Initial Setting
Data Capture	Select whether or not data for a print job can be captured.	Permit

Banner Printing

Use this parameter to select whether or not banner paper printing is performed.

Parameter	Description	Initial Setting
Banner Printing	Select whether or not banner paper printing is performed.	OFF

5

Loading copy paper

5 Loading copy paper

5.1 Paper

Use paper that meets the following specifications.

Possible paper sizes

Non-standard-sized paper:

Paper Source	Paper Width	Paper Length
Bypass tray*	3-1/2 inch to 12-1/4 inch	5-1/2 inch to 18 inch
Tray 1		
Tray 2	—	—
Single/Double paper feed cabinets		
LCT		
Double-sided prints	5-1/2 inch to 12-1/4 inch	5-3/4 inch to 18 inch

* Banner paper

Paper width: 8-1/4 inch to 11-3/4 inch

Paper length: 18 inch to 47-1/4 inch

Standard-sized paper:

Paper Source	Paper Size
Bypass tray	11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯, 8 × 13 ▭*1, 12-1/4 × 18 ▭ (A3 Wide), A3 ▭ to B6 ▭, A6 ▭
Tray 1	11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯, 8 × 13 ▭*1, 12-1/4 × 18 ▭ (A3 Wide), A3 ▭ to B6 ▭, A6 ▭
Tray 2	11 × 17 ▭ to 8-1/2 × 11 ▭/▯, A3 ▭ to B5 ▭/▯
Single/Double paper feed cabinets	
LCT	8-1/2 × 11 ▯
Double-sided prints	11 × 17 ▭ to 5-1/2 × 8-1/2 ▭, 8-1/2 × 13 ▭*1, 12-1/4 × 18 ▭ (A3 Wide), A3 ▭ to A5 ▭
Finisher FS-603	Exit tray 1: “Group” setting: 11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯, 12-1/4 × 18 ▭ (A3 Wide) “Sort” setting: 11 × 17 ▭ to 5-1/2 × 8-1/2 ▯ “Staple” setting: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ Exit tray 2: 11 × 17 ▭, 8-1/2 × 11 ▭

Paper Source	Paper Size
Finisher FS-501	Exit tray 1: “Group”/“Sort” setting: 11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯, 12-1/4 × 18 ▭ (A3 Wide) Exit tray 2: “Offset/Group” setting, “Offset/Sort” setting: 11 × 17 ▭ to 7-1/4 × 10-1/2 ▭/▯, 12-1/4 × 18 ▭ (A3 Wide) “Staple” setting: 11 × 17 ▭ to 7-1/4 × 10-1/2 ▭/▯
Job separator JS-601	11 × 17 ▭ to 5-1/2 × 8-1/2 ▭
Finisher FS-514	Finishing tray 1, 2 and optional Output Tray 11 × 17 ▭, 8-1/2 × 11 ▭/▯, 5-1/2 × 8-1/2 ▭/▯, 12-1/4 × 18 ▭ (A3 wide ▭) “Group”/“Sort” settings: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ Staple settings: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ Punch settings[2]: 2-hole: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ 3-hole: 11 × 17 ▭, 8-1/2 × 11 ▯
Output Tray OT-601	
Saddle Stitcher SD-503	Fold & staple: 11× 17 ▭, 8-1/2 × 11 ▭
Mailbin Kit MT-501	8-1/2 × 11 ▯, 5-1/2 × 8-1/2 ▭
Print exit tray (standard)	11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯, 12-1/4 × 18 ▭ (A3 Wide), A3 ▭ to B6 ▭, A6 ▭,

[1] There are five Foolscap sizes: 220 × 330 mm, 8-1/2 × 13 ▭, 8-1/4 × 13 ▭, 8-1/8 × 13-1/4 ▭ and 8 × 13 ▭. Any one of these sizes can be selected. For details, contact the technical representative.

[2] Can be used when optional punch kit is installed on Finisher.

Paper types and paper capacities

Paper Type	**Plain Paper**	**Thick Paper 1**	**Thick Paper 2**	**Thick Paper 3**
Weight (lb)	**16 lb to 24 lb**	**24-1/4 lb to 40 lb**	**40-1/4 lb to 55-1/2 lb**	**55-3/4 lb to 68 lb**
Paper Source, Etc.				
Bypass tray	100 sheets	10 sheets or less	10 sheets or less	10 sheets or less
Tray 1	250 sheets	20 sheets or less	20 sheets or less	20 sheets or less
Tray 2	500 sheets	—	—	—
Single/Double paper feed cabinets	500 sheets/ 1,000 sheets	—	—	—
LCT	2,500 sheets	—	—	—
Double-sided prints	○	○	○	○

Paper Type	**Overhead Projector Transparencies**	**Postcards**	**Envelopes**	**Label Sheets**	**Banner Paper** **33-3/4 lb to 42-1/2 lb**
Paper Source, Etc.					
Bypass tray	10 sheets or less (8-1/2 × 11 ▯ only)	10 sheets or less	10 envelopes or less	10 sheets or less	1 sheet
Tray 1	20 sheets or less (8-1/2 × 11 ▯ only)	20 sheets or less	10 envelopes or less	20 sheets or less	—
Tray 2	—	—	—	—	—
Single/Double paper feed cabinets	—	—	—	—	—
LCT	—	—	—	—	—
Double-sided prints	—	—	—	—	—

Special paper

Paper other than plain paper, such as overhead projector transparencies and colored paper, is called special paper. Be sure to select a special paper setting for paper trays loaded with media such as overhead projector transparencies and colored paper in order to prevent operating errors.

Paper Type	Description
Single Side Only	Select this setting when the paper that is loaded should not be used with double-sided printing (for example, when one side has already been printed on). A paper tray with this setting is given priority when the “Auto Paper Select” setting is specified. A paper tray with this setting is not automatically selected during double-sided printing.
OHP	Select this setting when overhead projector transparencies are loaded. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Special Paper	Select this setting when special paper, for example, high-quality paper, is loaded as plain paper with a weight of 16 lb to 24 lb. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Thick 1	Select this setting when the thick paper that is loaded has a weight of 24-1/4 lb to 40 lb. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Thick 2	Select this setting when the thick paper that is loaded has a weight of 40-1/4 lb to 55-1/2 lb. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Thick 3	Select this setting when the thick paper that is loaded has a weight of 55-3/4 lb to 68 lb. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Letterhead	Select this setting when paper already printed with a company name or preset text is loaded as plain paper with a weight of 16 lb to 24 lb. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Colored Paper	Select this setting when colored paper is loaded as plain paper with a weight of 16 lb to 24 lb. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Envelope	Select this setting when envelopes are loaded. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.

Paper Type		Description
Duplex 2nd-Side	Normal	Select these settings when loading paper that has already been printed on one side. "Duplex 2nd-Side" can be selected only normal, thick 1, thick 2 or thick 3 paper is loaded in the Tray 1 or the bypass tray.
	Thick 1	
	Thick 2	
	Thick 3	

Detail

If special paper is loaded, the paper type setting must be specified. For details, refer to "Paper Tray" on page 4-32.

Precautions for paper

The following types of paper should not be used, otherwise decreased print quality, paper misfeeds or damage to the machine may occur.

- Overhead projector transparencies that have already been fed through the machine (even if the transparency is still blank)
- Paper that has been printed on by a heat-transfer printer or an inkjet printer
- Paper that is either extremely thick or extremely thin
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Damp paper, perforated paper, or paper with punched holes
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Paper that has been treated, such as carbon-backed, heat-sensitive or pressure-sensitive paper
- Paper that has been decorated with foil or embossing
- Paper of a non-standard shape (not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc. attached

Paper storage

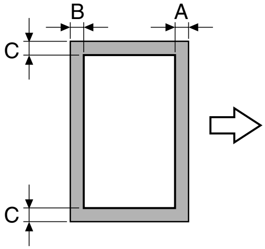
Observe the following precautions when storing the paper.

- Store paper in a cool, dark location with little humidity.
  If the paper becomes damp, paper misfeeds may occur.
  Paper that has not been loaded should be kept wrapped or placed in a plastic bag and stored in a cool, dark location with little humidity.
- Store the paper laying flat, not standing on its edge.
- Curled paper may cause paper misfeeds.
- Keep paper out of the reach of children.

Print area

Any part of the image within the area indicated below is not copied.

- A margin 3/16 inch from the leading edge of the paper (A)
- A margin 3/16 inch from the trailing edge of the paper (B)
- A margin 3/16 inch on both sides of the paper (C)



A: 3/16 inch
B: 3/16 inch
C: 3/16 inch

Auto tray switch feature

If the selected paper tray runs out of paper while a job is being printed and a different paper tray is loaded with paper meeting the following conditions, the other paper tray is automatically selected so printing can continue. If the optional LCT is installed, a maximum of 3,400 pages (with 8-1/2 × 11 ▯ paper) can be made continuously. (The paper tray is automatically switched only if the “Auto Tray Switch ON/OFF” parameter in the Utility mode is set to “Allow”.)

Operating conditions

- The paper is the same size.
- The paper is positioned in the same orientation.
- The paper is the same type.
- Paper trays that are selected when the paper tray is automatically switched.

Detail
For details on the specifying the paper trays that are selected when the paper tray is automatically switched, refer to “User Setting” on page 4-33.

Order for selecting the paper trays

As a factory default, when a different paper tray is automatically selected, the next paper tray in the following list is chosen.

Tray 2 → Tray 3 → Tray 4 → Tray 1

Detail

To change the order in which the paper trays are selected, refer to "User Setting" on page 4-33.

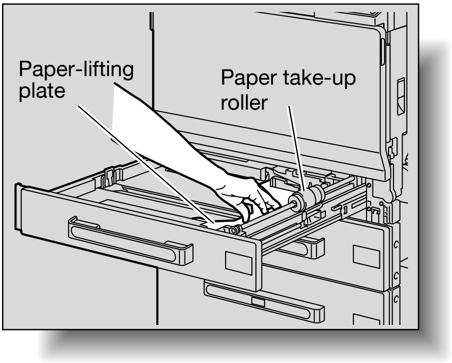
5.2 Loading copy paper

Loading paper into the Tray 1

To load paper (Tray 1)

1 Pull out the Tray 1.

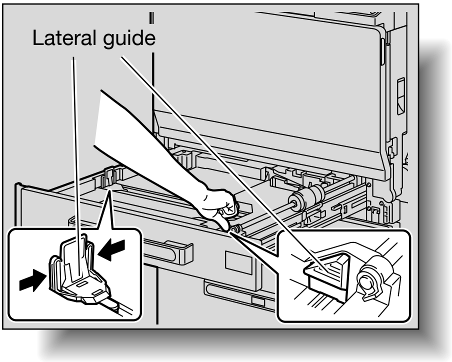
2 Press down on the paper-lifting plate until it locks into place.


Paper-lifting plate
Paper take-up roller

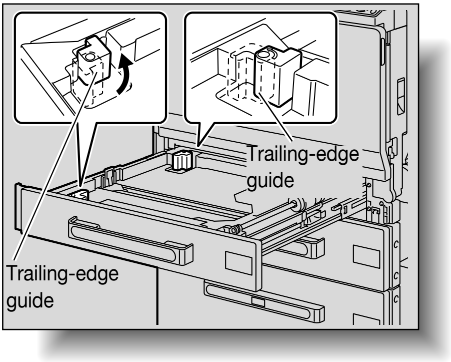
3 Slide the lateral guides to fit the size of paper to be loaded.

? How can paper of a non-standard size be loaded?

➔ First load the paper, and then adjust the lateral guides to the size of the loaded paper.


Lateral guide

4. For paper exceeding 11 × 17 size, adjust the trailing-edge guides as shown in the illustration.

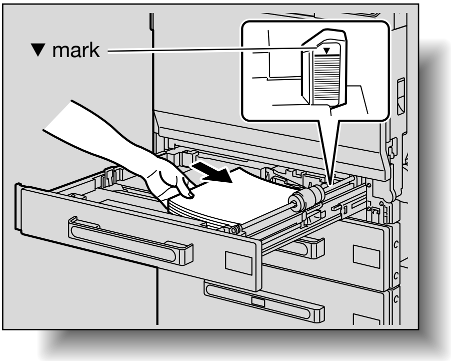


5. Load the paper into the tray so that the side of the paper to be printed on (the side facing up when the package was unwrapped) faces up.

   – Load letterhead paper so that the side to be printed on faces down.

   ? What should be done if the paper is curled?

   ➔ Flatten the paper before loading it.



   ? How many sheets can be loaded?

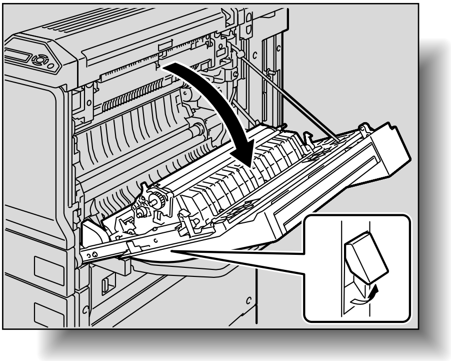
   ➔ No more than 250 sheets of plain paper can be loaded. No more than 20 sheets of thick paper, overhead projector transparencies, postcards, label sheets or envelopes can be loaded.

   ➔ Do not load so many sheets of plain paper that the top of the stack is higher than the ▼ mark.

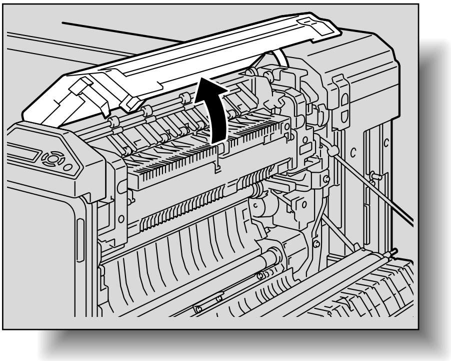
6. Close the Tray 1.

   – If envelopes are loaded, continue with step 7.

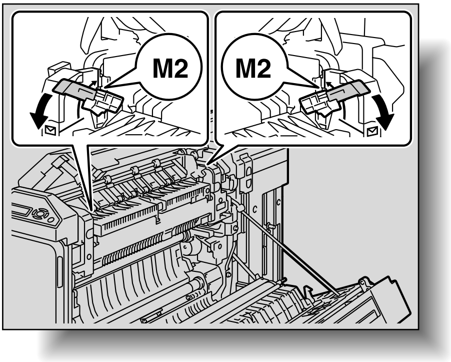
7 Pull up the upper right-side door release lever, and then open the upper right-side door.



8 Push up the fusing unit cover.



9 Push down the left and right release levers M2 to the ✉ position.



10 Close the fusing unit cover.

11 Close the upper right-side door.

- After printing envelopes, return the left and right M2 release levers to their center positions.

Detail

When loading paper exceeding 11 × 17 size into the Tray 1, the paper can have a width up to 12-1/4 inch and a length up to 18 inch.

For details on specifying the paper size for the Tray 1, refer to “Paper Tray” on page 4-32.

If special paper is loaded, the paper type setting must be specified. For details, refer to “Paper Tray” on page 4-32.

...

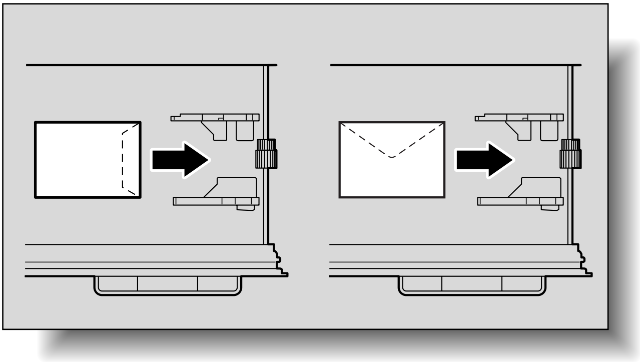
Reminder

Be careful not to touch the surface of the paper take-up roller with your hands.

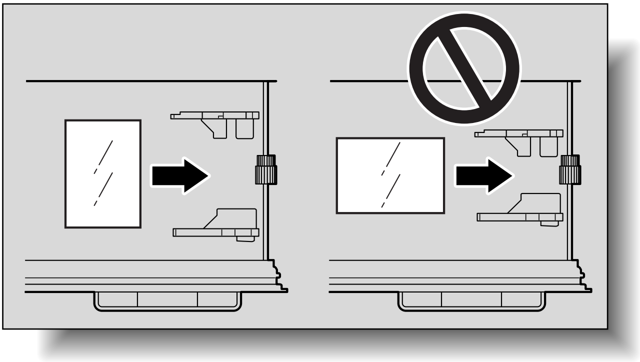
If the lateral guides are not positioned correctly for the loaded paper, the paper size will not be correctly detected. Be sure to adjust the lateral guides to the size of the loaded paper.

Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed, otherwise the envelopes may become wrinkled or a paper misfeed may occur.

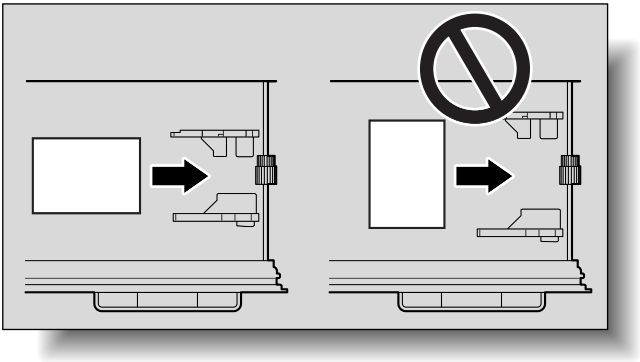
When loading envelopes, load them in the ◪ orientation with the flap side down, as shown in the illustration. If the envelopes are loaded with the flap side up, a paper misfeed may occur. The flap side of envelopes cannot be printed on.



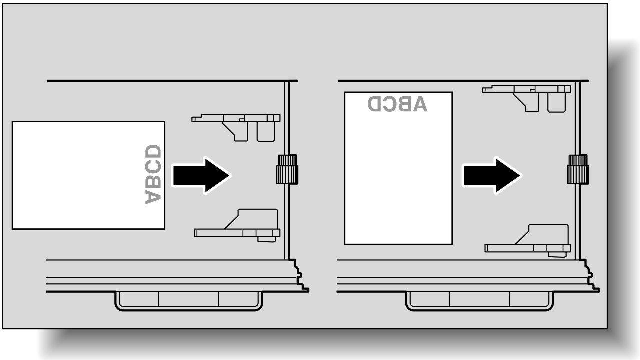
When loading overhead projector transparencies, load them in the ▯ orientation, as shown in the illustration. Do not load overhead projector transparencies in the ▭ orientation.



When loading postcards, load them in the ▭ orientation, as shown in the illustration. Do not load postcards in the ▯ orientation.



Be sure to load letterhead paper so that the side to be printed on faces down.

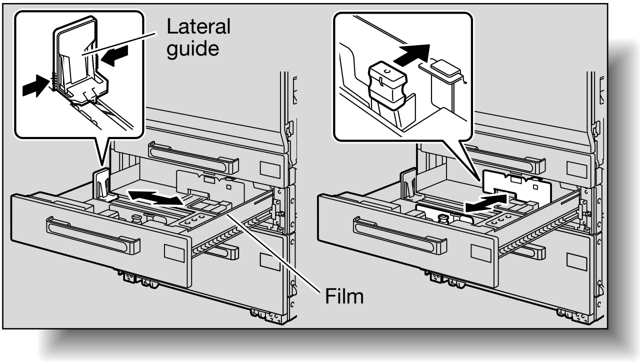


Loading paper into Tray 2, 3, or 4

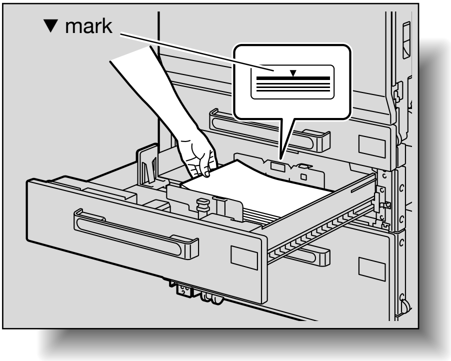
To load paper (Tray 2, 3, or 4)

1 Pull out the paper tray.

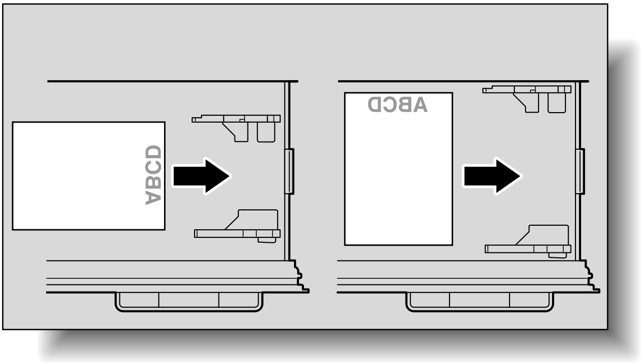
2 Slide the lateral guides to fit the size of paper to be loaded.



3 Load the paper into the tray so that the side of the paper to be printed on (the side facing up when the package was unwrapped) faces up.



- Load letterhead paper so that the side to be printed on faces down.



? What should be done if the paper is curled?

➔ Flatten the paper before loading it.

? How many sheets can be loaded?

➔ No more than 500 sheets of plain paper can be loaded. In addition, no more than 150 sheets of thick paper can be loaded.

➔ Do not load so many sheets of plain paper that the top of the stack is higher than the ▼ mark.

4 Close the paper tray.

...

Reminder

If the lateral guides are not positioned correctly for the loaded paper, the paper size will not be correctly detected. Be sure to adjust the lateral guides to the size of the loaded paper.

For details on the paper that can be loaded into Tray 2, 3, and 4, refer to "Paper" on page 5-2.

Be careful not to touch the film.

...

Note

To print on overhead projector transparencies and envelopes, use the bypass tray or the Tray 1.

Detail

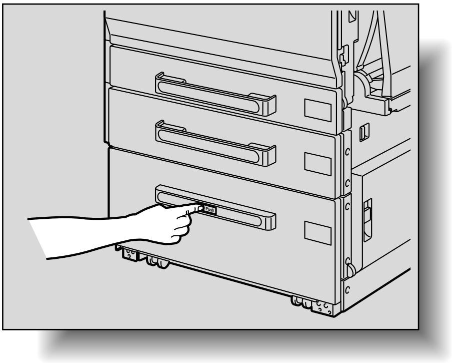
If special paper is loaded, the paper type setting must be specified. For details, refer to "Paper Tray" on page 4-32.

Loading paper into the LCT

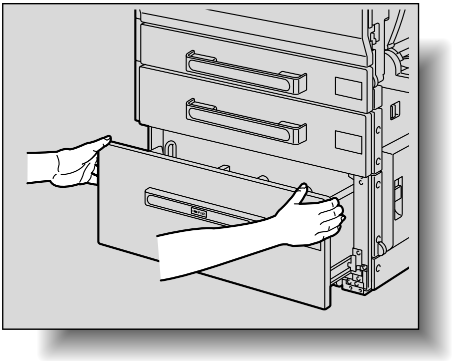
To load paper (LCT)

✔ If the [Power] is turned off, the LCT cannot be pulled out, even after the tray release button is pressed. Be sure that the machine is turned on with the [Power].

1 Press the tray release button.



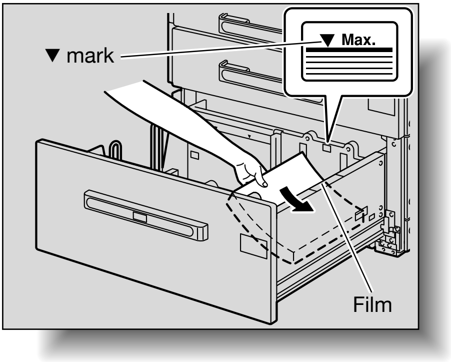
2 Pull out the LCT.



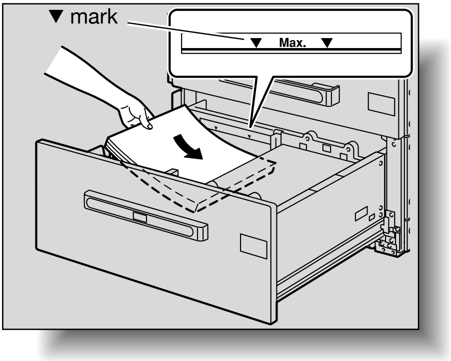
3 Load the paper into the right side of the LCT so that the side of the paper to be printed on (the side facing up when the package was unwrapped) faces up.

? What should be done if the paper is curled?

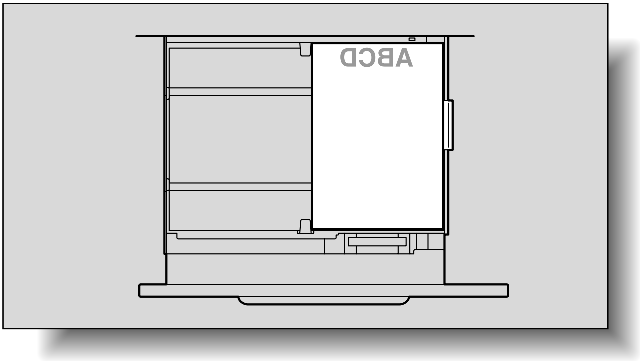
➔ Flatten the paper before loading it.



4 Load the paper into the left side of the LCT so that the side of the paper to be printed on (the side facing up when the package was unwrapped) faces up.



– Load letterhead paper so that the side to be printed on faces down.



5 Close the LCT.

...

Reminder

Be careful not to touch the film.

Do not load so many sheets of paper that the top of the stack is higher than the ▼ mark.

For details on the paper that can be loaded into the LCT, refer to "Paper" on page 5-2.

Detail

If special paper is loaded, the paper type setting must be specified. For details, refer to "Paper Tray" on page 4-32.

...

Note

If the machine has entered Low Power mode or Sleep mode, the LCT cannot be pulled out, even after the tray release button is pressed. Be sure to first cancel Low Power mode or Sleep mode.

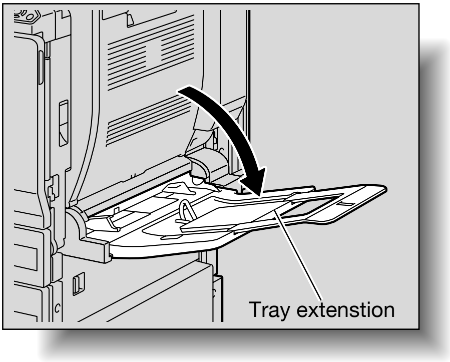
Loading paper into the bypass tray

Paper can be fed manually through the bypass tray if you wish to print onto paper that is not loaded into a paper tray, or if you wish to print onto thick paper, postcards, envelopes, overhead projector transparencies or label sheets.

To load paper (bypass tray)

1 Open the bypass tray.

- When loading large-sized paper, pull out the tray extension.



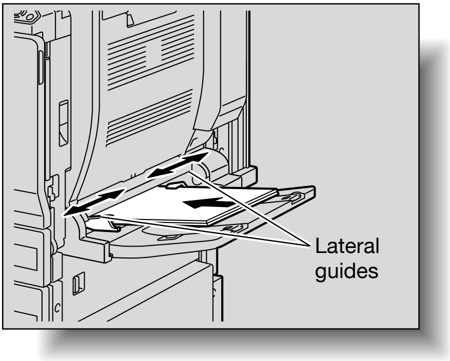
2 With the side to be printed on facing down, insert the paper as much as possible into the feed slot.

? What should be done if the paper is curled?

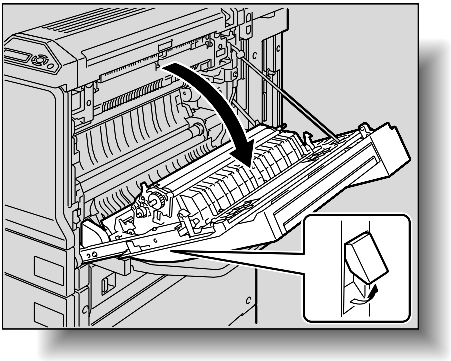
➔ Flatten the paper before loading it.

3 Slide the lateral guides to fit the size of paper being loaded.

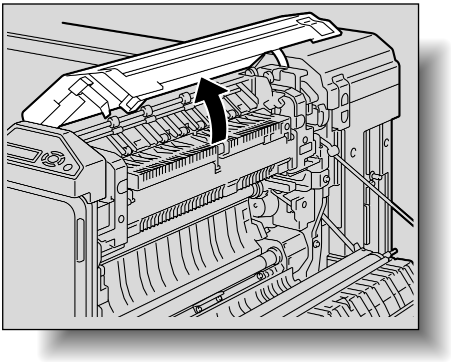
- If envelopes are loaded, continue with step 4.



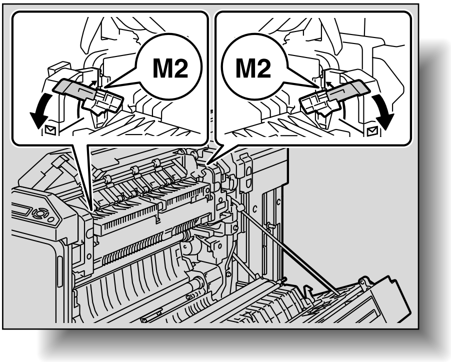
4 Pull up the upper right-side door release lever, and then open the upper right-side door.



5 Push up the fusing unit cover.



6 Push down the left and right release levers M2 to the ✉ position.



7 Close the fusing unit cover.

8 Close the upper right-side door.

Reminder

After printing on envelopes, return the left and right M2 release levers to their center positions, otherwise decreased image quality may result when printing on plain paper.

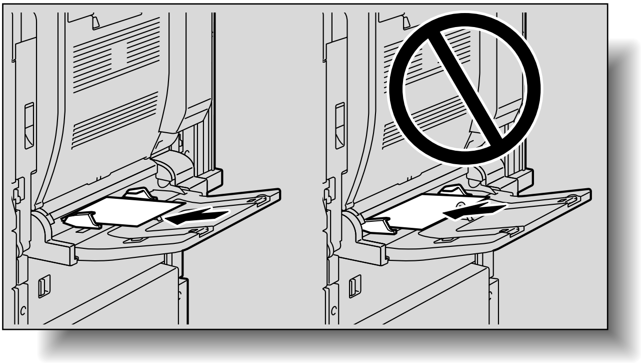
When printing on paper other than plain paper, specify the paper type from the printer driver.

Do not load so many sheets that the top of the stack is higher than the ▲ mark.

Push the paper guides firmly up against the edges of the paper.

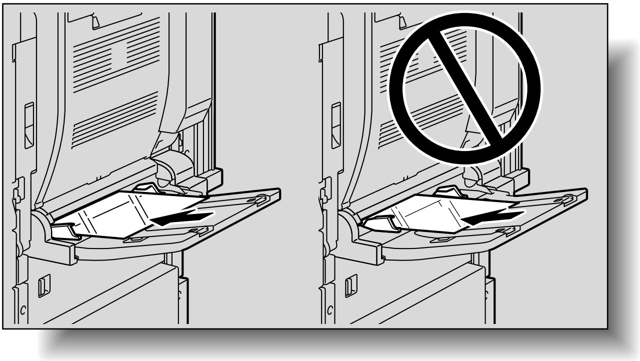
When loading postcards, load them in the ▭ orientation, as shown in the illustration. Do not load postcards in the ▯ orientation.

A maximum of 10 postcards can be loaded into the bypass tray.



When loading overhead projector transparencies, load them in the ▯ orientation, as shown in the illustration. Do not load overhead projector transparencies in the ▭ orientation.

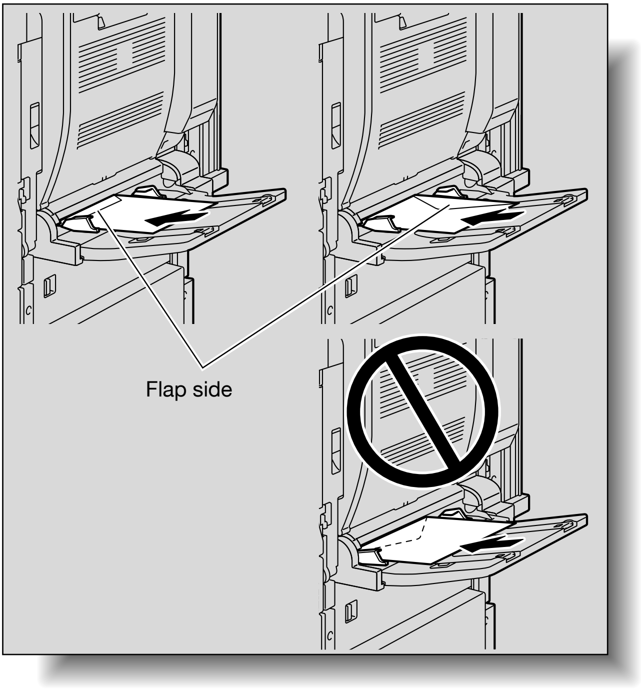
A maximum of 10 overhead projector transparencies can be loaded into the bypass tray.



Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed, otherwise the envelopes may become wrinkled or a paper misfeed may occur.

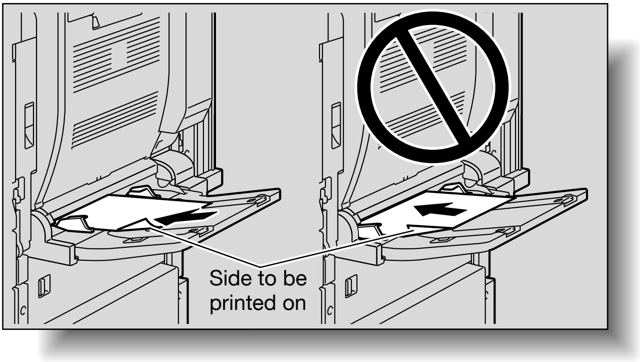
When loading envelopes, load them with the flap side up, as shown in the illustration. If the envelopes are loaded with the flap side down, a paper misfeed may occur. The flap side of envelopes cannot be printed on.

A maximum of 10 envelopes can be loaded into the bypass tray.

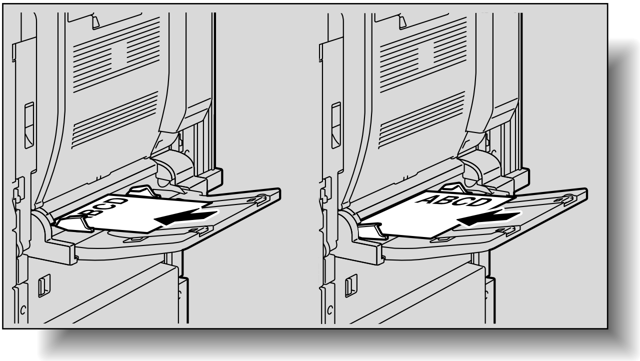


When loading label sheets, load them in the ▭ orientation, as shown in the illustration. Do not load label sheets in the ▯ orientation.

A maximum of 10 label sheets can be loaded into the bypass tray.



Be sure to load letterhead paper so that the side to be printed on faces up.



✎...

Note

The image will be printed on the surface of the paper facing down when the paper is loaded into the bypass tray.

Detail

For details on specifying the paper size for the bypass tray, refer to "User Setting" on page 4-33.

For details on the paper sizes, refer to "Paper" on page 5-2.

If special paper is loaded, the paper type setting must be specified. For details, refer to "Paper Tray" on page 4-32.

5.3 Specifying finishing settings

If the optional finisher is installed, the machine can be set to finish the pages after printing them.

The Finishing settings can be specified from the printer driver.

Stapling prints (Staple settings)

Detail

In order for the prints to be stapled, all of the following conditions must be met.

- The paper width must be between 7-1/4 inch and 11-3/4 inch.

- The paper length must be between 7-1/4 inch and 17 inch when finisher FS-603 is installed or between 5-3/4 inch and 17 inch when finisher FS-514.

Prints can be fed out stapled either in the corner or at two places.

...

Reminder

Pages can be fed out stapled together only if a finisher is installed.

When Finisher FS-603 is installed

Paper Weight	Paper Size	Loading Capacity (detected with either measurement)	
16 lb to 24 lb	8-1/2 × 11 ▭/▯	1,000 sheets	6 inch
	11 × 17 ▭, 8-1/2 × 14 ▭	500 sheets	3 inch

Number of Bound Pages		Maximum Number of Sets		
		One place towards the back	One place towards the front	Two places
8-1/2 × 11 ▭ or smaller	2 sheets	100 sets	40 sets	40 sets
	3 to 5 sheets	80 sets	40 sets	40 sets
	6 to 10 sheets	60 sets	40 sets	40 sets
	11 to 20 sheets	30 sets	30 sets	30 sets
	21 to 30 sheets	30 sets	30 sets	30 sets
	31 to 50 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets

Number of Bound Pages		Maximum Number of Sets		
		One place towards the back	One place towards the front	Two places
8-1/2 × 14 ▭ or larger	2 sheets	100 sets	50 sets	50 sets
	3 to 5 sheets	80 sets	40 sets	40 sets
	6 to 10 sheets	40 sets	40 sets	40 sets
	11 to 20 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets
	21 to 25 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets

When Finisher FS-501 is installed

Paper Weight	Paper Size	Loading Capacity (detected with either measurement)	
16 lb to 24 lb	8-1/2 × 11 ▭/▯, 7-1/4 × 10-1/2 ▭/▯	1,000 sheets	6 inch
	11 × 17 ▭, 8-1/2 × 14 ▭	500 sheets	3 inch

Number of Bound Pages	Maximum Number of Sets	
2 sheets	100 sets	200 sheets
3 to 5 sheets	80 sets	400 sheets
6 to 10 sheets	60 sets	600 sheets
11 to 20 sheets	40 sets	800 sheets
21 to 30 sheets	33 sets	1,000 sheets

When Finisher FS-514 is installed

Tray	Paper Weight	Paper Size	Loading Capacity
Finishing tray 1	13-1/4 lb to 24 lb	11 × 17 ▭ to 8-1/2 × 11 ▭	1-1/4 inch
	24-1/4 lb to 32 lb		
Finishing tray 2	13-1/4 lb to 24 lb	11 × 17 ▭ to 8-1/2 × 11 ▭	A4 ▭ or less: 5-1/4 inch B4 ▭ or more: 2-1/2 inch
	24-1/4 lb to 32 lb		
Optional finishing tray	13-1/4 lb to 24 lb	11 × 17 ▭ to 8-1/2 × 11 ▭	1 inch
	24-1/4 lb to 32 lb		

Number of Bound Pages

Examples of the possible number of bound pages are listed below.
- 50 sheets of 24 lb paper
- 2 sheets of 55-1/2 lb paper + 48 sheets of 24 lb paper
- Maximum of 30 sheets of 24-1/4 to 40 lb paper

Punching holes in prints (Punch settings)

Detail

In order for holes to be punched in the prints, all of the following conditions must be met.

The paper width must be 8-1/2 inch or between 11 inch and 11-3/4 inch (with the "2-Hole" punch setting).

The paper width must be between 11 inch and 11-3/4 inch (with the "3-Hole" punch setting).

The paper length must be between 7-1/4 inch and 17 inch

...

Note

The hole punch function is available only when optional finisher FS-603 and punch kit PK-501 are installed or when optional finisher FS-514 and punch kit PK-510 are installed.

Paper Weight	Paper Size
16 lb to 55-1/2 lb	11 × 17 ▭ to 8-1/2 × 11 ▭/▯

Specifying center binding

The paper that is fed out can be folded in half and stapled at two places along the vertical center.

Detail

In order for pages to be bound at the center, all of the following conditions must be met.
The paper width must be between 8-1/4 inch and 11-3/4 inch.
The paper length must be between 11 inch and 17 inch.

When Finisher FS-603 is installed

Paper Weight	Paper Size	Number of Bound Pages
16 lb to 24 lb	8-1/2 × 11 ▭, 11 × 17 ▭	2 sheets to 15 sheets*

Number of Bound Pages	Maximum Number of Sets
2 sheets to 5 sheets	20 sets
6 sheets to 10 sheets	10 sets
11 sheets to 15 sheets*	10 sets

* The number of sheets that can be bound together differs depending on the paper weight.
17 lb paper: 15 sheets
21-1/4 lb paper: 10 sheets

Detail

In order for prints to be bound at the center or folded in half, all of the following conditions must be met.
- The paper width must be between 7-1/4 inch and 11-3/4 inch.
- The paper length must be between 10 inch and 17 inch.

When Finisher FS-514 is installed

Paper Weight	Paper Size	Loading Capacity (detected in either measurement)
13-1/4 lb to 24 lb	8-1/2 × 11 ▭, 11 × 17 ▭	200 sheets or 20 sets
24-1/4 lb to 55-1/2 lb		—

Number of Bound Pages

Examples of the possible number of bound pages are listed below.

- 2 to 15 sheets of 24 lb paper (maximum of 60 pages)
- 1 sheet of 13-1/4 to 55-1/2 lb paper + 14 sheets of 13-1/4 to 24 lb paper (maximum of 60 pages)
- Maximum of 13 sheets of 24-1/4 to 32 lb paper
- Maximum of 10 sheets of 32-1/4 to 40 lb paper
- Maximum of 8 sheets of 40-1/4 to 55-1/2 lb paper

Note

Binding is possible only if the finisher FS-603 or if saddle stitcher is installed on optional finisher FS-514 is installed.

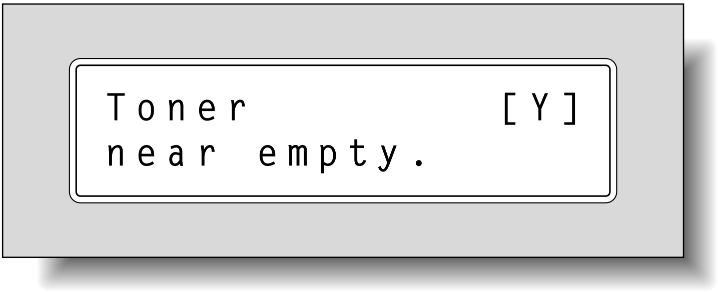
Folding is possible only if the saddle stitcher is installed on optional finisher FS-514.

6 Replacing consumables

6 Replacing consumables

6.1 Replacing the toner cartridge

When the toner is about to run out, the advanced warning message shown below appears.



```
Toner          [Y]
near empty.
```

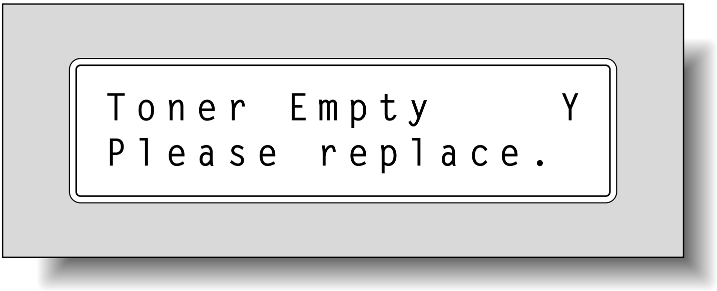
Detail

About 1000 (8-1/2 × 11) pages can be printed after the message “Toner near empty” appears.

When the message appears, prepare to replace the toner cartridge according to your maintenance agreement.

When the message “Toner Empty” appears, the machine stops operating.

When the toner is empty, the warning message shown below appears and printing is no longer possible.



```
Toner Empty     Y
Please replace.
```

...

Note

When the message appears, replace the toner cartridge according to your maintenance agreement.

When the message “Toner Empty Call Service.” appears, contact the service representative.

⚠ CAUTION

Handling toner and the toner cartridges

➔ Do not throw toner or the toner cartridge into a fire.

➔ Toner expelled from the fire may cause burns.

⚠ CAUTION

Precautions for toner spills

➔ Be careful not to spill toner inside the machine or get toner on your clothes or hands.

➔ If your hands become soiled with toner, immediately wash them with soap and water.

➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

...

Reminder

Do not replace the toner cartridge until the message "Toner Empty" appears. In addition, do not replace the toner cartridge of any color other than the one indicated in the message on the control panel.

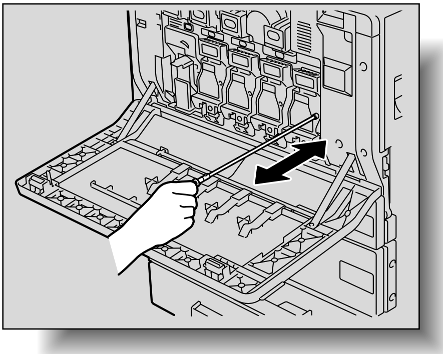
To replace the toner cartridge

The procedure for replacing any of the toner cartridges (yellow (Y), magenta (M), cyan (C) or black (K)) is the same.

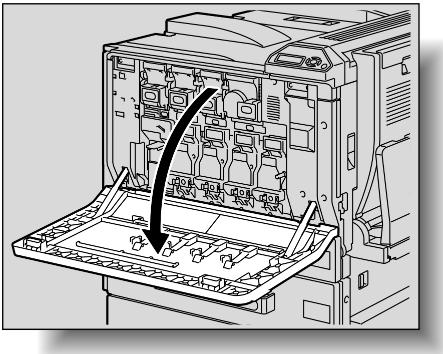
Example: Replacing the black toner cartridge

✔ When replacing the black toner cartridge, be sure to replace filter 2. A new filter 2 is included in the package with the black toner cartridge.

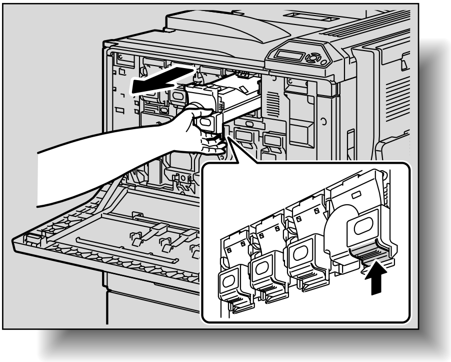
✔ When replacing the black toner cartridge, be sure to clean the electrostatic charger wire.
For details on cleaning the electrostatic charger wire, refer to “Electrostatic charger wire” on page 7-4.



1 Open the machine’s front door.



2 Pull up the locking tab of the empty toner cartridge to unlock it. Pull out the toner cartridge as far as possible, and then pull it up to remove it.

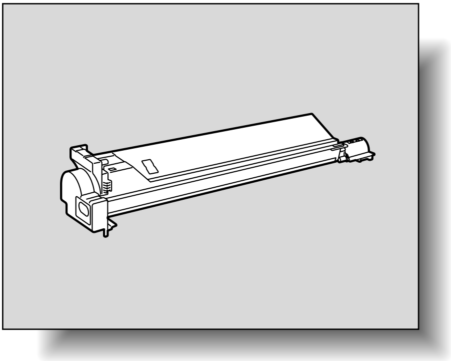


? How should used toner cartridges be disposed of?

➔ Do not throw away used toner cartridges. Instead, keep them in their boxes to be collected by your technical representative.

3 Prepare the new toner cartridge.

– Make sure that the toner cartridge is the same color as the label in the cartridge compartment.

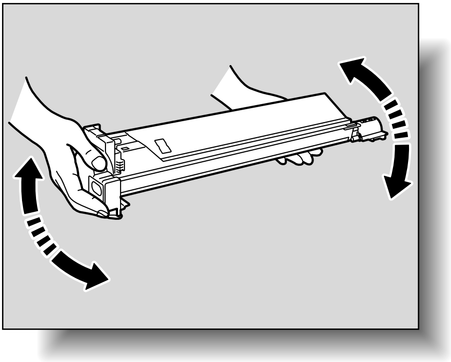


? What happens if the toner cartridge of a different color is installed?

➔ The toner cartridge of a color different than the one that was removed cannot be installed. If the wrong toner cartridge is installed with extreme force, the machine may be damaged.

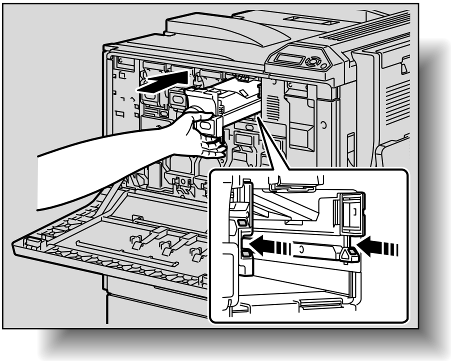
4 Remove the new toner cartridge from its packaging, and then shake the cartridge up and down 5 to 10 times.

- The toner within the toner cartridge may have become compacted. If it has, be sure to shake the toner cartridge until the toner is mostly broken up before installing the cartridge.



5 Align the toner cartridge with the slots in the machine, and then insert the cartridge until the locking tab locks into place.

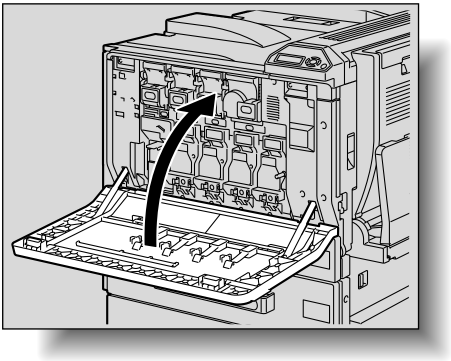
- When inserting the new toner cartridge, fully insert it until it snaps into place.



6 Close the front door.

? Why can't the door be closed securely?

➔ Check that the toner cartridge is fully inserted.



✎...

Note

Check that a toner cartridge of the same color as the one to be replaced has been prepared.

✎...

Reminder

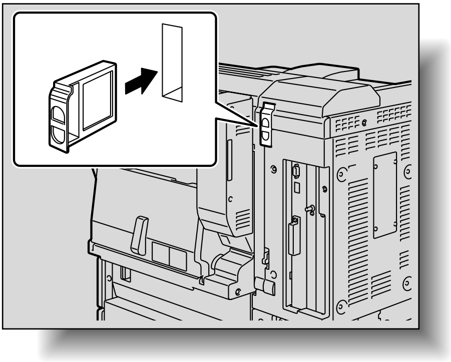
Be careful about the installation location of the toner cartridges, since it is different for other colors.

The shape of the black toner cartridge is different from the shapes of the toner cartridges for the other colors.

✎...

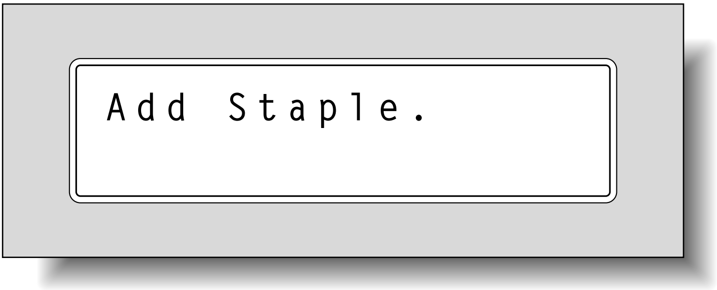
Reminder

When installing the new filter 2, fully insert it until it snaps into place.



6.2 Replacing the staples

When Finisher is installed and is about to run out of staples, the message shown below appears.

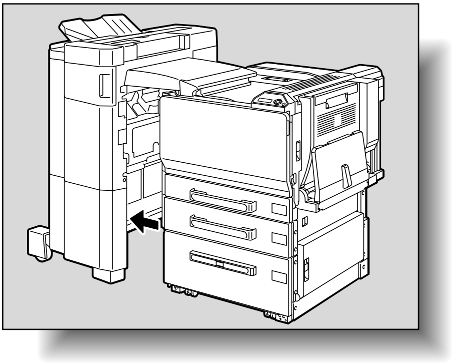


Add Staple.

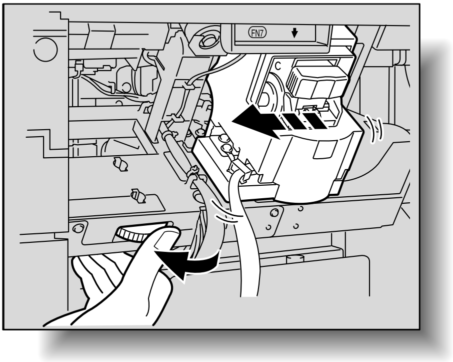
Detail
Be sure to replace the staple cartridge only after the message appears, otherwise the machine may be damaged.

To replace the staple cartridge for Finisher FS-501

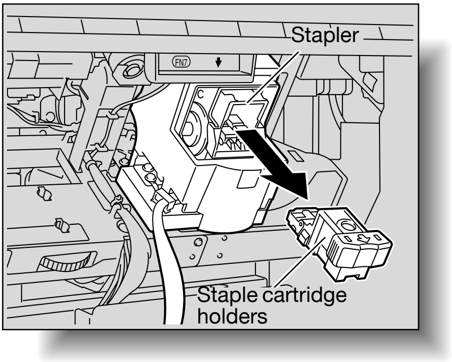
1 Slide the finisher away from the machine.



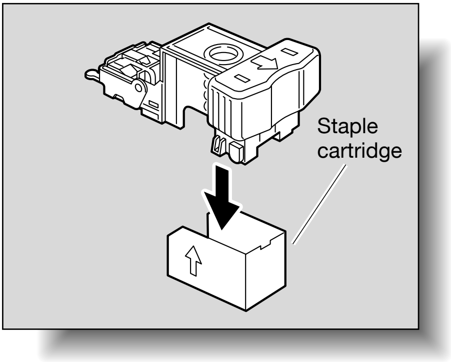
2 Turn the jammed-staple-clearing dial to the left in order to position stapler at the center.



3 Pull the staple cartridge holder toward you from stapler.

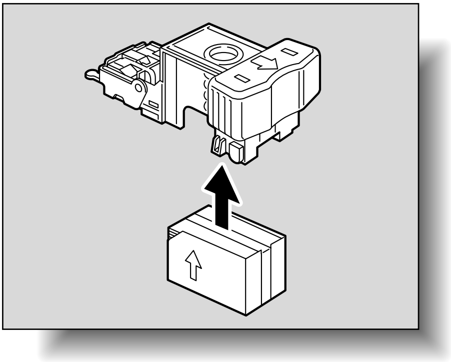

Stapler
FN7
Staple cartridge holders

4 Remove the staple cartridge from the staple case.

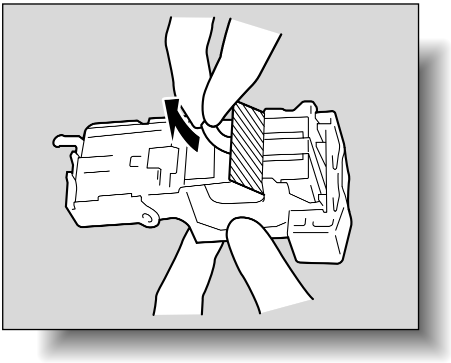


5 Load the new staple cartridge into the staple cartridge holder.

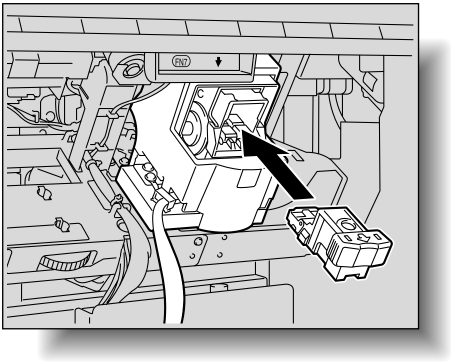
- Fully insert the staple cartridge as far as possible.



6 Peel the tape off of the staple cartridge.



7 Insert the staple cartridge holder until it locks into place.



8 Slide the finisher back against the machine.

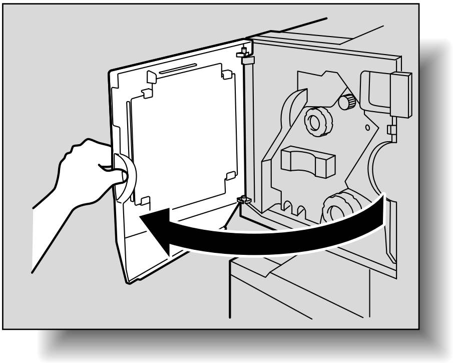
✎...

Reminder

Be sure to replace the staple cartridge only after the message appears, otherwise the machine may be damaged.

To replace the staple cartridge for Finisher FS-603

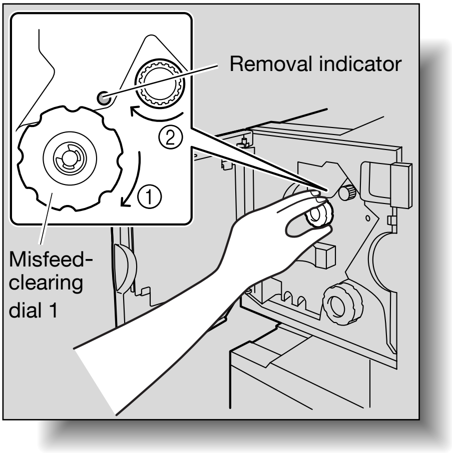
1 Open the front door of the finisher.



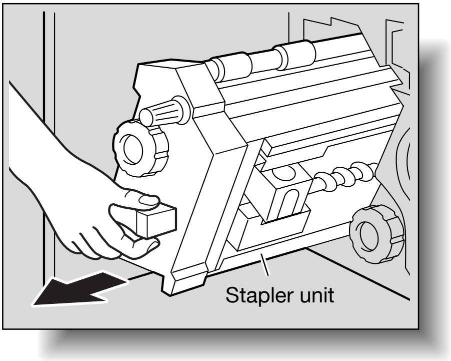
2 Turn misfeed-clearing dial 1 clockwise until the removal indicator is completely blue.

? What should be done if misfeed-clearing dial 1 is turned too far?

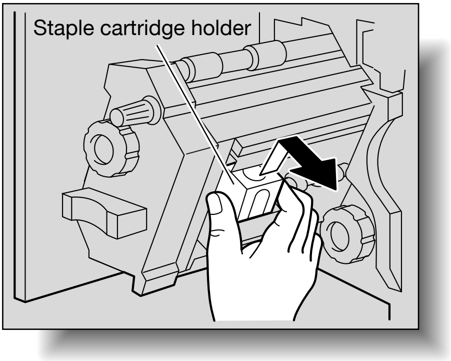
➔ Turn the misfeed-clearing dial 1 counterclockwise to finely adjust it.


Removal indicator
②
①
Misfeed-clearing dial 1

3 Slowly pull out the stapler unit as far as possible.

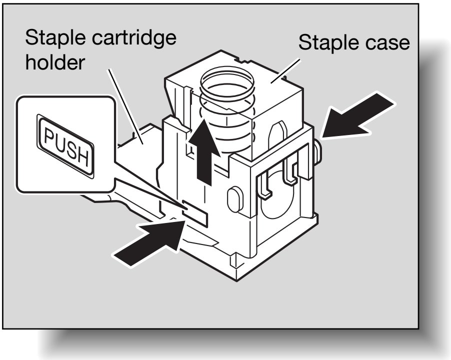

Stapler unit

4 Grasp both sides of the staple cartridge holder, lift it up, and then pull it out.

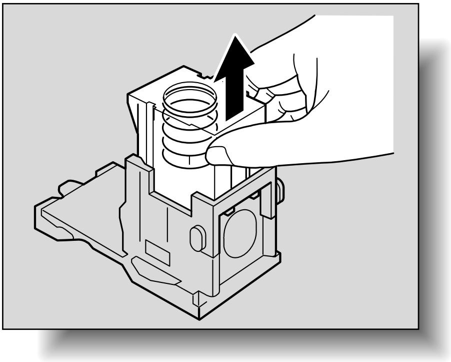

Staple cartridge holder

5 Press the button marked “PUSH” on the side of the staple cartridge holder.

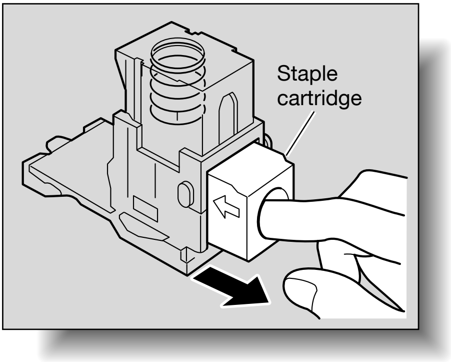
The staple case is released.


Staple cartridge holder
Staple case
PUSH

6 Pull up the staple case.

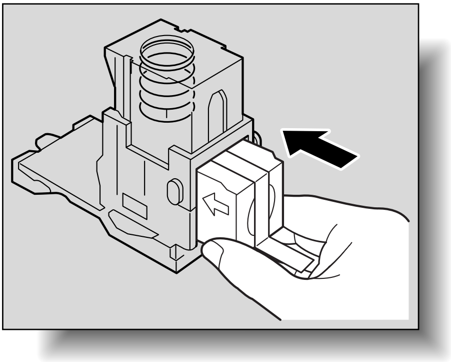


7 Remove the staple cartridge from the staple case.

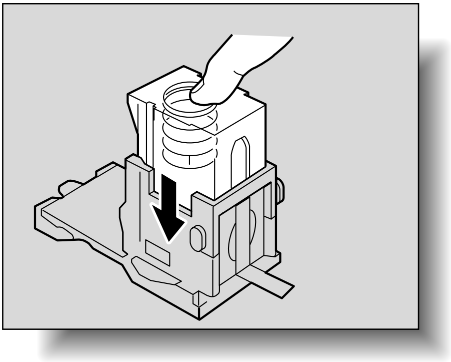


8 Load the new staple cartridge into the staple cartridge holder.

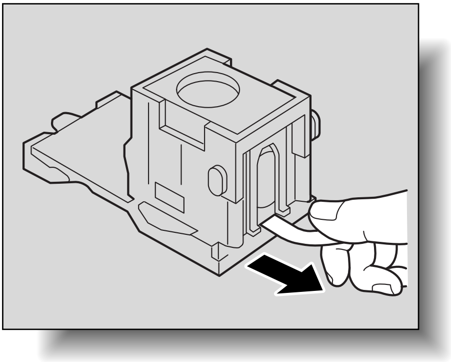
- Fully insert the staple cartridge as far as possible.



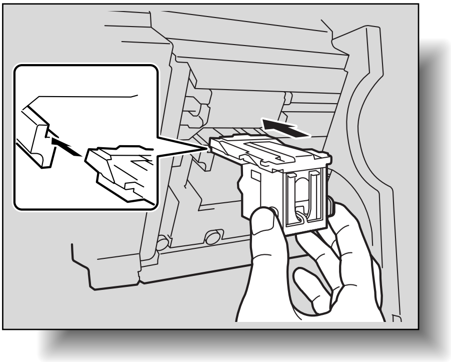
9 Press the staple case down.



10 Peel the tape off of the staple cartridge.

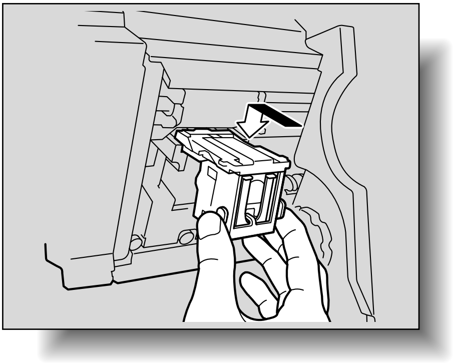


11 Insert the staple cartridge holder, making sure the tabs on the holder slide along the rails in the compartment.



12 Insert the staple cartridge holder until it locks into place.

- Check that the staple cartridge holder is securely installed.



13 Carefully move the stapler unit back into its original position.

14 Close the front door.

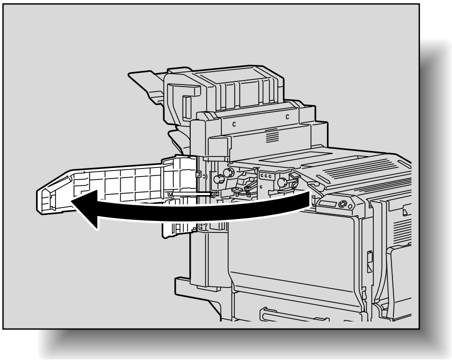
✎...

Reminder

Be sure to replace the staple cartridge only after the message appears, otherwise the machine may be damaged.

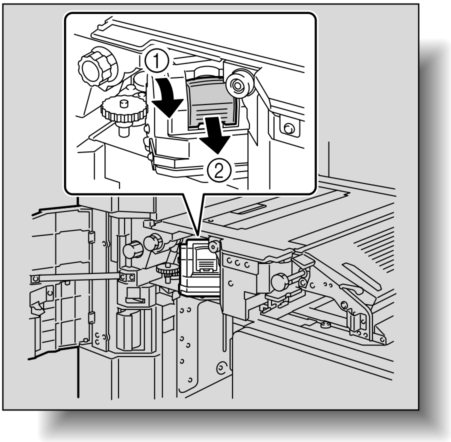
To replace the staple cartridge in the Finisher FS-514

1 Open the front door.

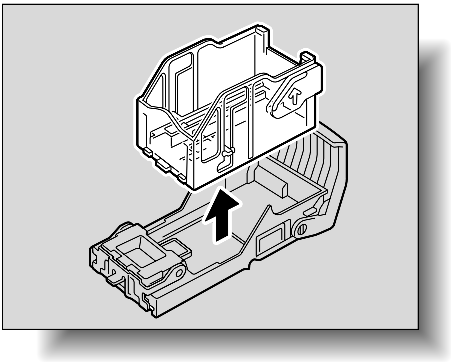


2 Remove the staple cartridge holder.

- Pull the staple cartridge holder toward you to remove it.
- Only touch the blue parts of the staple cartridge.

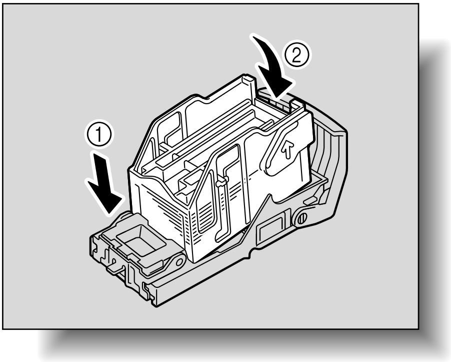


3 Remove the empty cartridge from the staple cartridge holder.



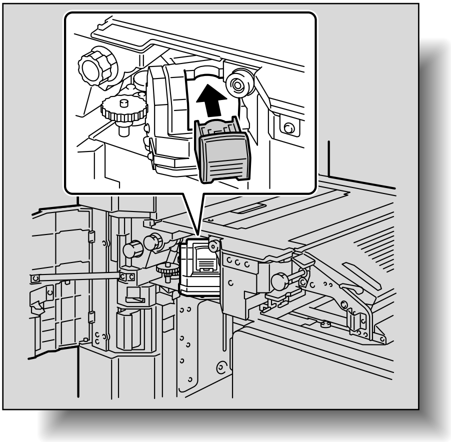
4 Load the new staple cartridge into the staple cartridge holder.

- Do not remove the remaining staples, otherwise the machine will not be able to staple after the cartridge is replaced.



5 Insert the staple cartridge holder, making sure the tabs on the holder slide along the rails in the compartment.

- Check that the staple cartridge holder is securely installed.



6 Close the front door.

✎...

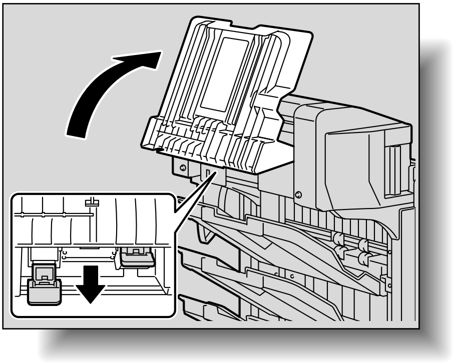
Reminder

Replace the staple cartridge only after the message has appeared.

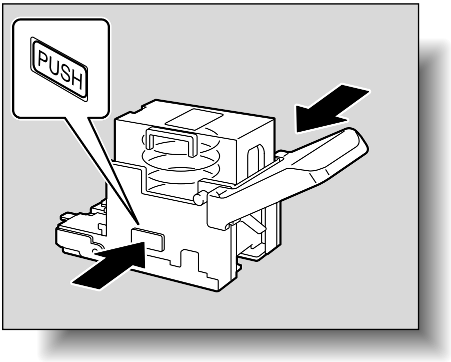
If the staple cartridge is replaced before the message appears, the machine may be damaged.

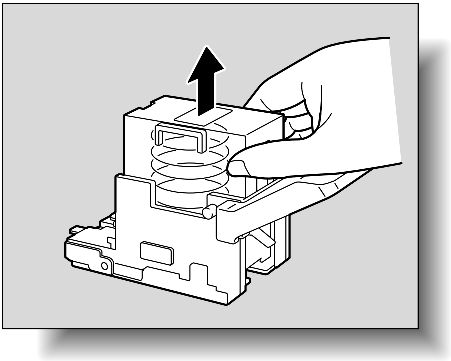
To replace the staple cartridge in saddle stitcher

1. Raise the print output tray, and then push down the staple cartridge holder and remove it.

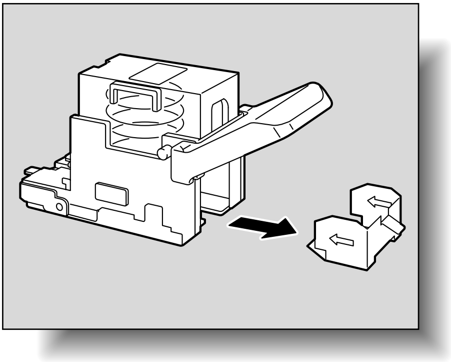


2. Press in the area marked "PUSH" to unlock the staple cartridge holder.

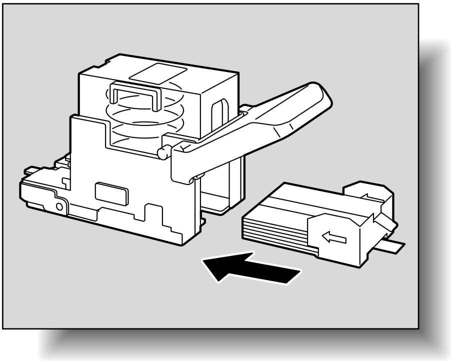


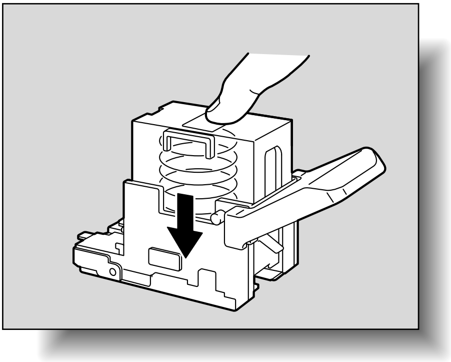


3 Remove the empty staple cartridge from the staple cartridge holder.

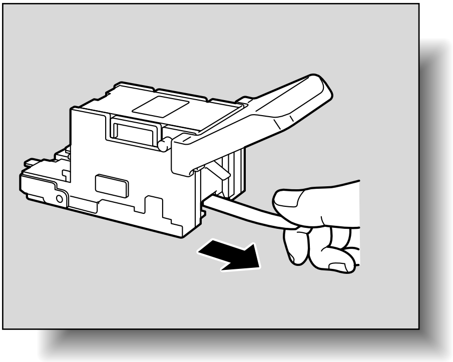


4 Load the new staple cartridge into the staple cartridge holder.



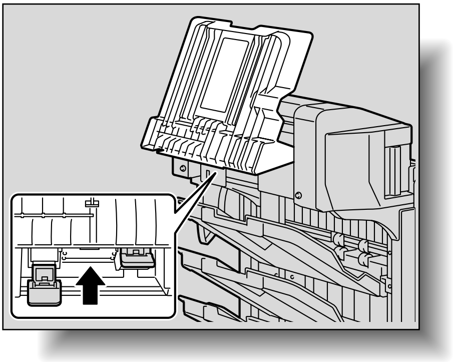


5 Slowly pull off the seal.



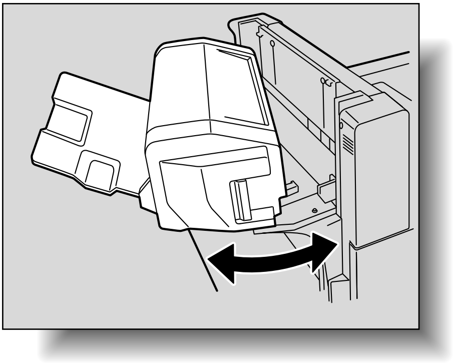
6 Insert the staple cartridge holder, and then push it up until it locks into place.

– When inserting the staple cartridge holder, be sure to insert it so that it faces the correct direction.



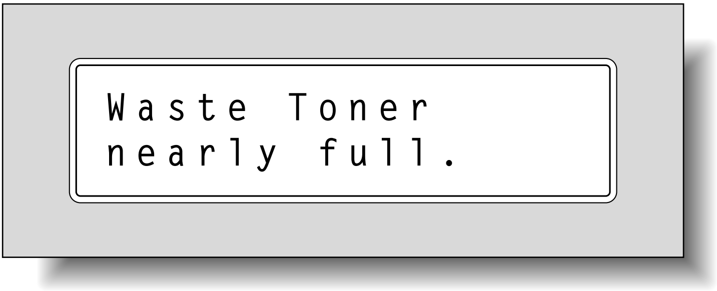
7 Return the print output tray to its original position.

8 Pull the handle of the misfeed-clearing door to open it, and then close it.



6.3 Replacing the waste toner box

When it is almost time to replace the waste toner box (and if it is replaceable by the user), the message shown in the following illustration appears, warning about the replacement period.



Waste Toner
nearly full.

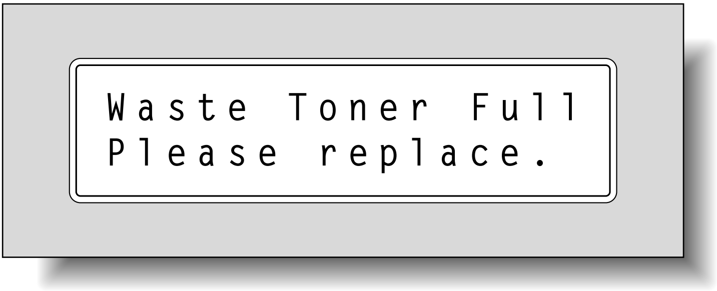
Reminder

When the message appears, replace the specified supplies or part according to your maintenance agreement.

Detail

The number of prints that can be made from the time that the message "Waste Toner nearly full." appears until the time that the message "Waste Toner Full Please replace." appears differs depending on the specified print settings and the part/supplies.

When it is time to replace the waste toner box (and if it is replaceable by the user), the message "Waste Toner Full Please replace." appears and the machine stops operating.

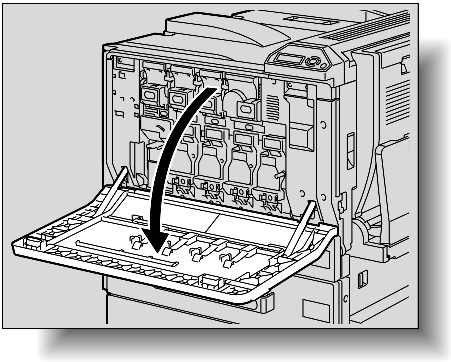


Waste Toner Full
Please replace.

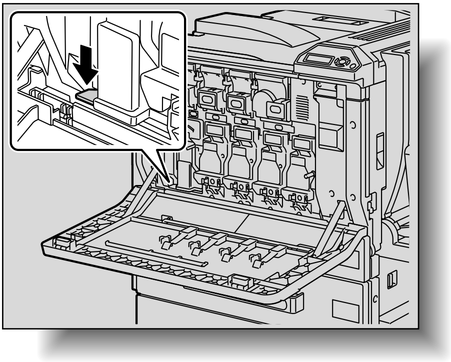
To replace the waste toner box

Follow the procedure described below to replace the waste toner box.

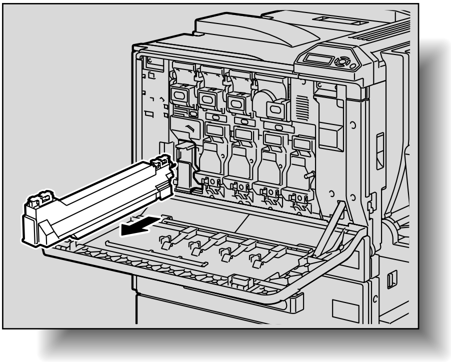
1 Open the machine's front door.



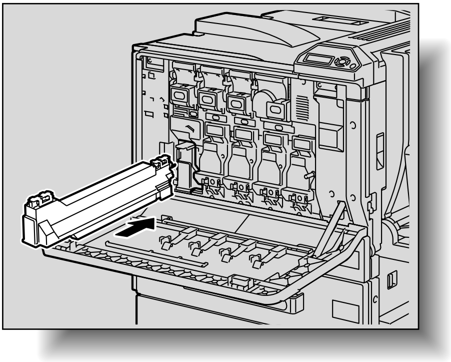
2 Pull the waste toner release lever.



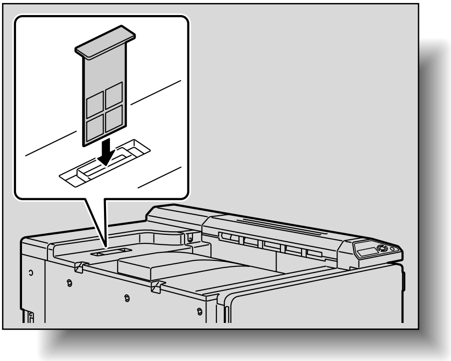
3 Remove the waste toner box.



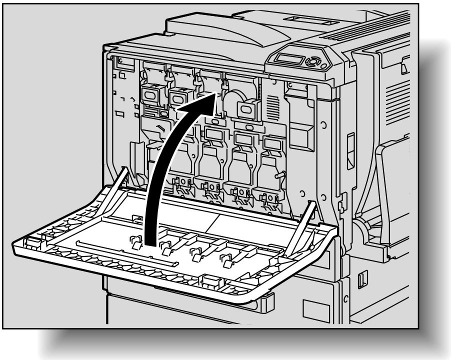
4 Install the new waste toner box.



5 Remove filter 1, and then install the new filter 1.



6 Close the front door.



⚠ CAUTION

Handling toner and the toner cartridges

➔ Do not throw toner or the waste toner box into a fire.

➔ Toner expelled from the fire may cause burns.

⚠ CAUTION

Precautions for toner spills

➔ Be careful not to spill toner inside the machine or get toner on your clothes or hands.

➔ If your hands become soiled with toner, immediately wash them with soap and water.

➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

✎...

Reminder

Do not tilt the removed waste toner box, otherwise waste toner may spill.

Do not throw away used waste toner boxes. Instead, keep them in their boxes to be collected by your technical representative.

7 Maintenance

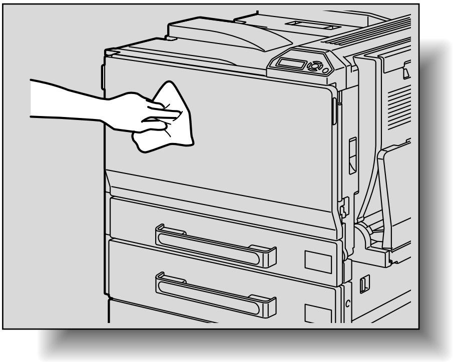
7 Maintenance

7.1 Cleaning

This section describes the procedures for cleaning each part.

Housing

1 Clean the surface of the housing by wiping it with a soft cloth dampened with a mild household detergent.



✎...

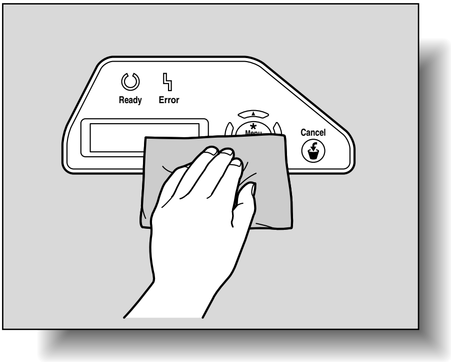
Reminder

Be sure to turn off the machine (set the power switch to "○") before cleaning it.

Never use solvents, such as benzene or thinner, to clean the housing.

Control panel

➔ Clean the control panel by wiping it with a soft, dry cloth.

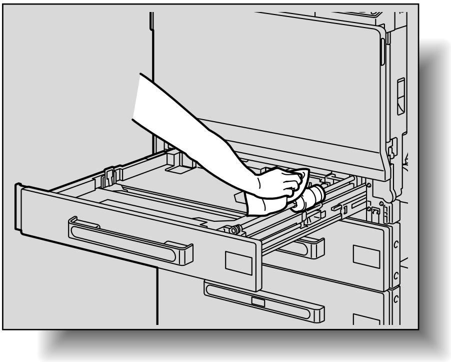


Reminder

Pressing too hard on a key in the control panel may damage it. In addition, never use a mild household detergent, glass cleaner, benzene or thinner to clean the control panel.

Paper take-up roller

➔ Clean the paper take-up rollers by wiping them with a soft, dry cloth.



Reminder

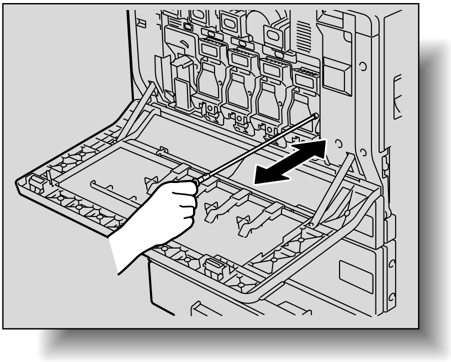
Never use solvents, such as benzene or thinner, to clean the paper take-up roller.

Electrostatic charger wire

If the electrostatic charger wire is dirty, streaks will appear though the printed images. If this occurs, follow the procedure described below to clean the electrostatic charger wire.

1 Open the machine's front door.

2 Slowly pull out the charger-cleaning tool as far as possible. Next, slowly push in the charger-cleaning tool as much as possible. Repeat the above operations three times.



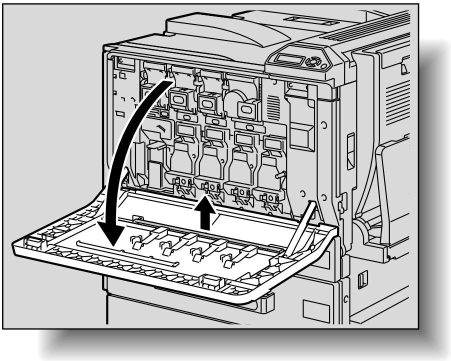
3 Securely insert each charger-cleaning tool, and then close the front door.

Print head

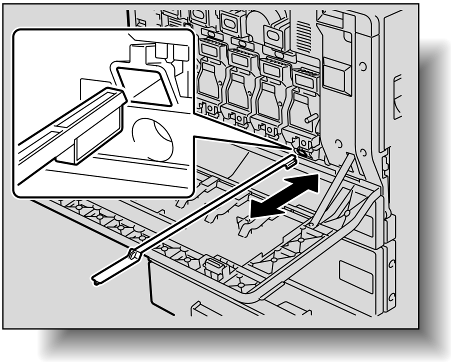
If the print head becomes dirty, decreased print quality may result. If this occurs, clean the print head according to the following procedure.

1 Open the machine's front door.

2 Remove the cleaning tool from the machine's front door.

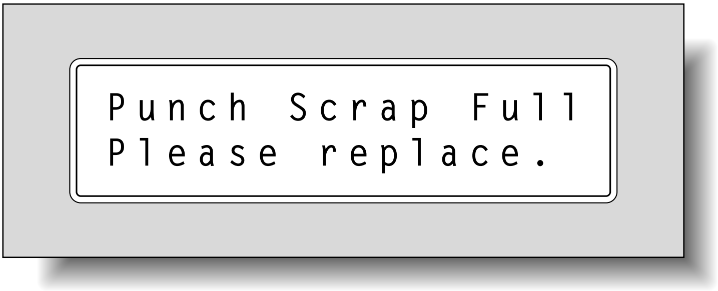


3 Insert the cleaning tool into the print head cleaning opening, pull it out, and then repeat this back and forth movement two or three times.



Emptying the waste containers

If the hole-punch waste container in punch kit installed on Finisher FS-603 becomes full, the message shown below appears (if it can be emptied by the user).



```
Punch Scrap Full
Please replace.
```

Note

When the message "Punch Scrap Full Call Service." appears, contact the service representative.

The setting for the message contents for emptying the hole-punch waste container must be specified by the service representative. For details, contact the service representative.

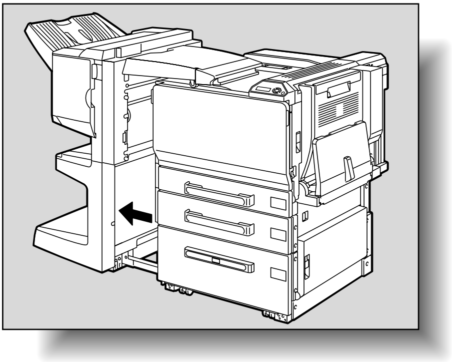
Detail

If the hole-punch waste container becomes full, printing cannot be performed with a Punch setting. To continue printing, empty the hole-punch waste container or cancel the Punch setting.

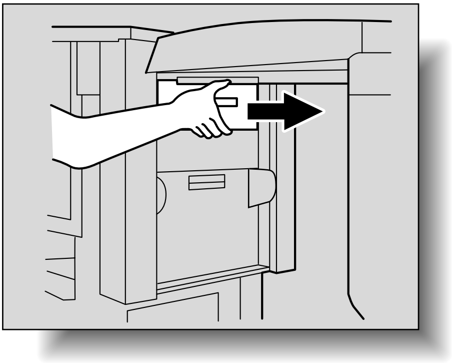
To empty the hole-punch waste container in Finisher FS-603

Follow the procedure described below to empty the hole-punch waste container.

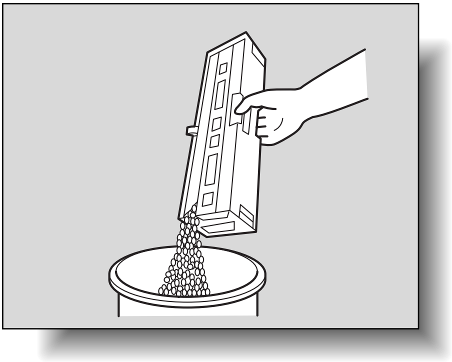
1 Slide the finisher away from the machine.



2 Pull out the hole-punch waste container.



3 Empty the hole-punch waste container.



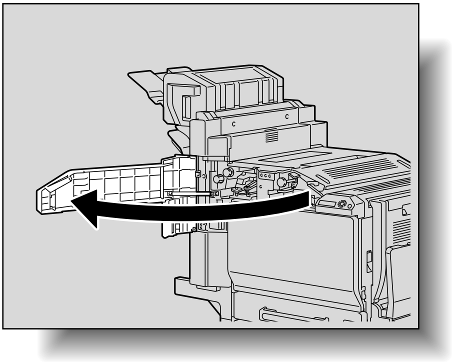
4 Install the hole-punch waste container into its original position.

5 Slide the finisher back against the machine.

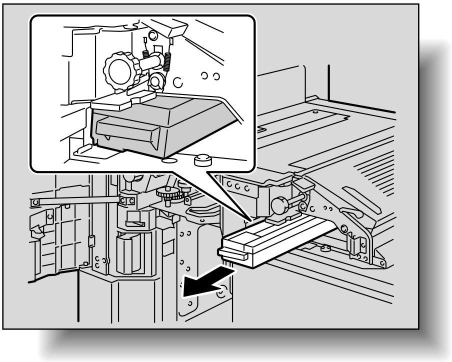
To empty the hole-punch waste container in Finisher FS-514

Follow the procedure described below to empty the hole-punch waste container.

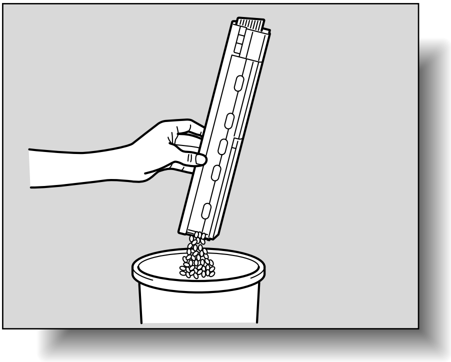
1 Open the front door.



2 Pull out the hole-punch waste container FN3.1.



3 Empty the hole-punch waste container.

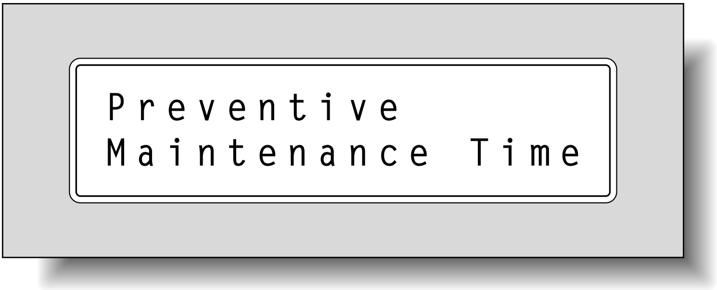


4 Insert the hole-punch waste container at its original position.

5 Close the front door.

7.2 When the message “Preventive Maintenance Time” appears

If the message “Preventive Maintenance Time” appears, contact your technical representative and request a periodic maintenance inspection.



Preventive
Maintenance Time

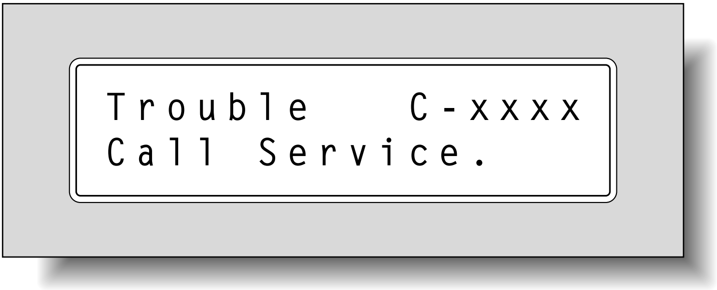
8

Troubleshooting

8 Troubleshooting

8.1 When the message "Trouble" appears (call technical representative)

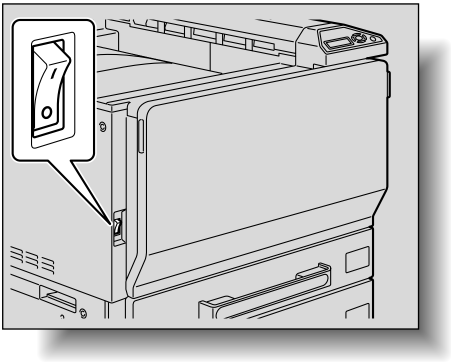
If a malfunction that cannot be corrected by the user occurred, the message "Trouble C-xxxx Call Service." appears. (call technical representative screen)



Trouble C-xxxx
Call Service.

To call the technical representative

1. Write down the malfunction code (for example, C-0001) in the call technical representative screen.
2. Use the power switch to turn off the machine.



3. Unplug the machine.
4. Contact the technical representative, and inform them of the malfunction code.

✎...

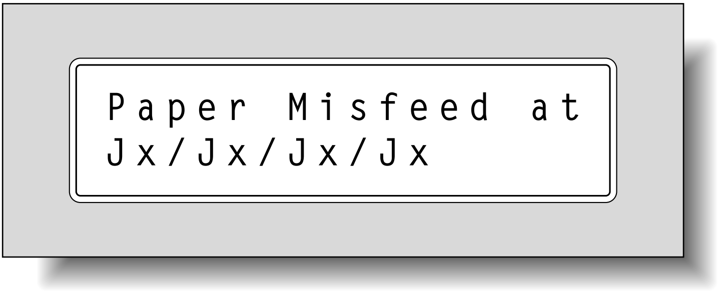
Reminder

Since the machine may be damaged, contact the technical representative according to the procedure described above as soon as the call technical representative screen appears.

8.2 When the message “Paper Misfeed at” appears

If a misfeed occurs during printing, the message “Paper Misfeed at” appears and the location of the misfeed is indicated in the screen. (misfeed screen)

At this time, printing cannot continue until the misfeed is adequately cleared.

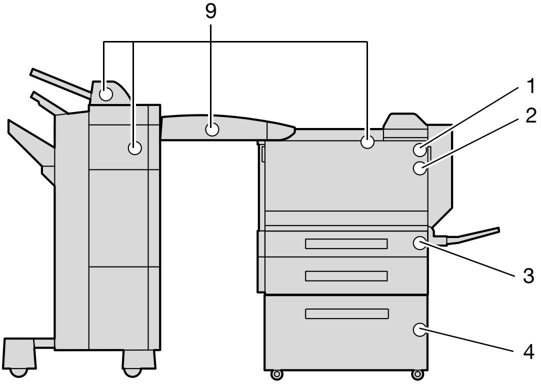


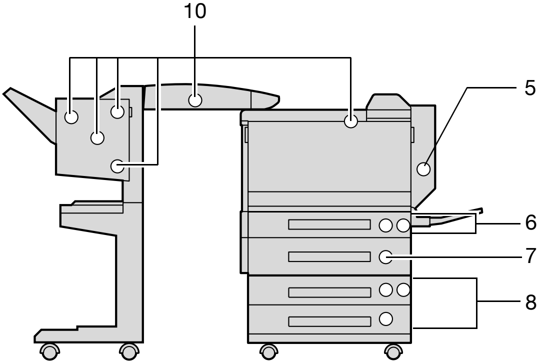
```
Paper Misfeed at
Jx/Jx/Jx/Jx
```

Note

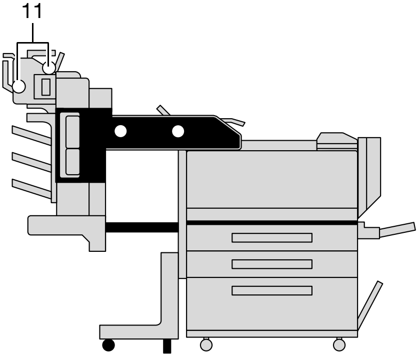
The procedure for clearing a misfed paper differs depending on where the misfeed occurs. Determine the misfeed location, and then clear the misfeed according to the appropriate procedure.

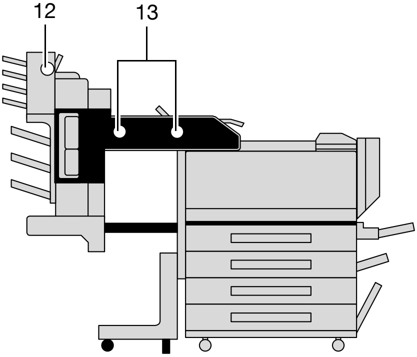
Paper misfeed indications





No.	Code	Description
1	JG, JH	A paper misfeed in the fusing unit (p. 8-17)
2	JF, JG	A paper misfeed in the main unit (p. 8-14)
3	JE	A paper misfeed in the bypass tray (p. 8-7)
4	JC	A paper misfeed in the LCT (p. 8-12)
5	JI	A paper misfeed in the ADU (p. 8-8)
6	JA	A paper misfeed in the tray 1 (p. 8-9)
7	JB	A paper misfeed in the tray 2 (p. 8-10)
8	JC, JD	A paper misfeed in the tray 3 or 4 (p. 8-11)
9	JJ, JK, JL, JT	A paper misfeed in Finisher FS-501/job separator (p. 8-26)
10	JJ, JK, JQ JR, JS	A paper misfeed in finisher FS-603 (p. 8-31)

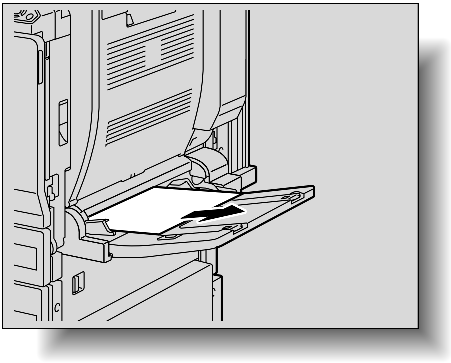




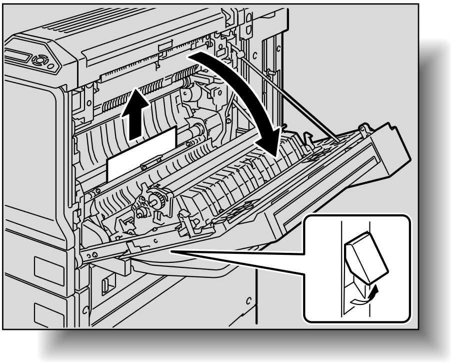
No.	Code	Description
11	JS	A paper misfeed in the saddle stitcher (p. 8-41)
12	JU	A paper misfeed in the mailbin (p. 8-39)
13	JJ, JK, JL, JS	A paper misfeed in Finisher FS-514 (p. 8-35)

To clear a paper misfeed in the bypass tray

1 Remove all paper from the bypass tray.



2 If the misfed paper cannot be removed, open the upper right-side door, and then carefully pull out any misfed paper.

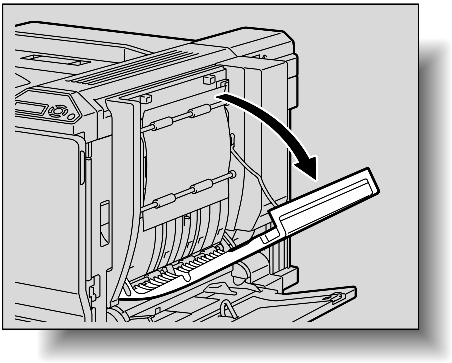


3 Close the upper right-side door.

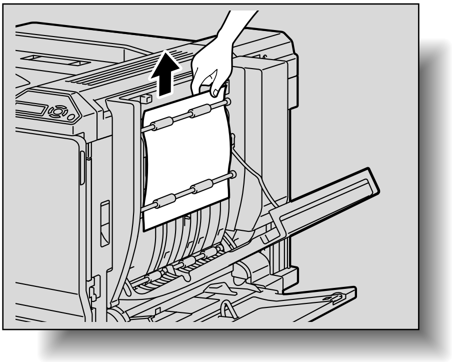
Detail
For details on the positions of paper misfeeds, refer to “Paper misfeed indications” on page 8-5.

To clear a paper misfeed in the automatic duplex unit

1 Open the automatic duplex unit door.



2 Carefully pull out any misfed paper.



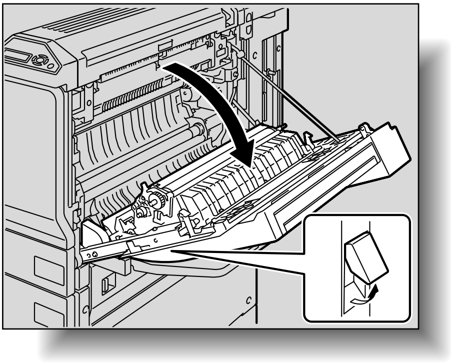
3 Close the automatic duplex unit door.

Detail

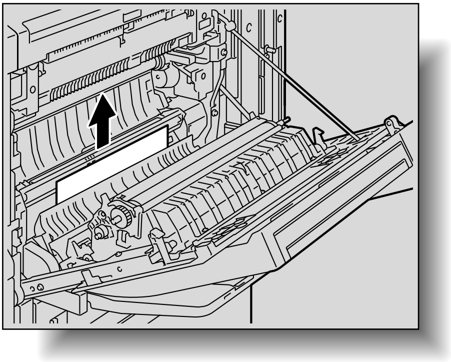
For details on the positions of paper misfeeds, refer to “Paper misfeed indications” on page 8-5.

To clear a paper misfeed in the Tray 1

1 Pull up the upper right-side door release lever, and then open the upper right-side door.



2 Carefully pull out any misfed paper.



3 Close the upper right-side door.

4 Pull out the Tray 1, and then remove any misfed paper.

5 Close the Tray 1.

...

Reminder

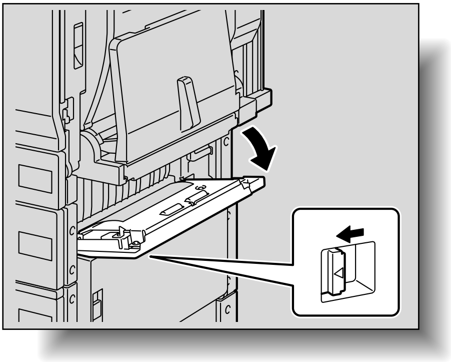
Be careful not to touch the surface of the paper take-up roller with your hands.

Detail

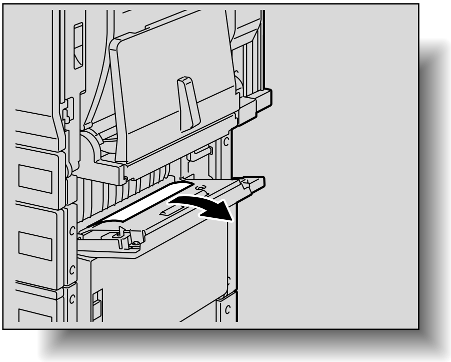
For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 8-5.

To clear a paper misfeed in the Tray 2

1 Pull up the center right-side door release lever, and then open the center right-side door.



2 Carefully pull out any misfed paper.



3 Close the center right-side door.

4 Pull out the Tray 2, and then remove any misfed paper.

5 Close the Tray 2.

✎...

Reminder

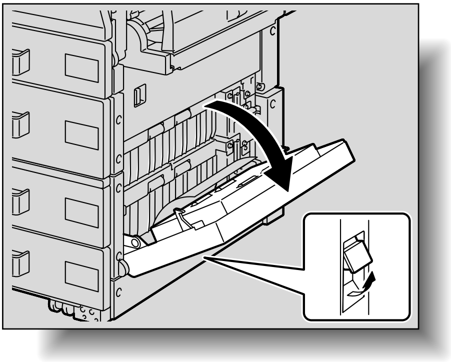
Be careful not to touch the film with your hands.

Detail

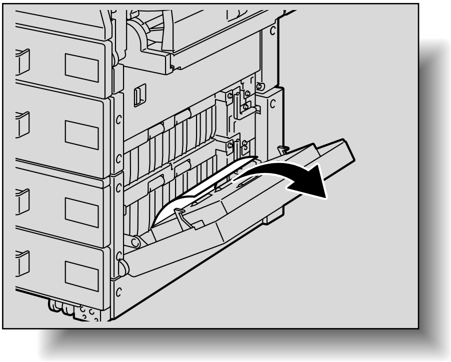
For details on the positions of paper misfeeds, refer to “Paper misfeed indications” on page 8-5.

To clear a paper misfeed in a paper tray (Tray 3 or 4)

1 Pull up the lower right-side door release lever, and then open the lower right-side door.



2 Carefully pull out any misfed paper.



3 Close the lower right-side door.

4 Pull out the paper tray, and then remove any misfed paper.

5 Close the paper tray.

...

Reminder

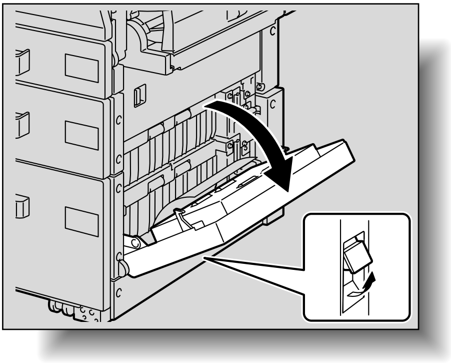
Be careful not to touch the film.

Detail

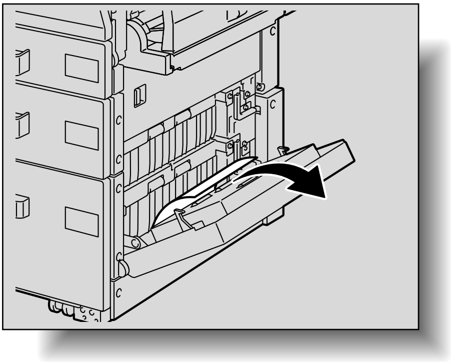
For details on the positions of paper misfeeds, refer to “Paper misfeed indications” on page 8-5.

To clear a paper misfeed in the LCT

1 Pull up the lower right-side door release lever, and then open the lower right-side door.



2 Carefully pull out any misfed paper.



3 Close the lower right-side door.

4 Press the tray release button, pull out the LCT, and then remove any misfed paper.

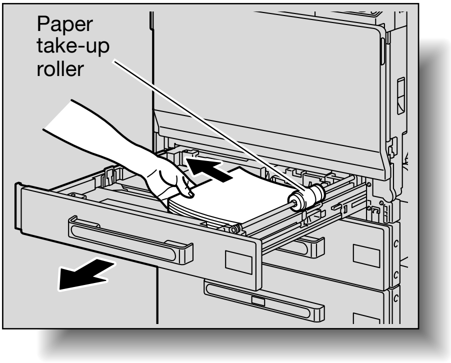
5 Close the LCT.

Reminder
Be careful not to touch the film.

Detail
For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 8-5.

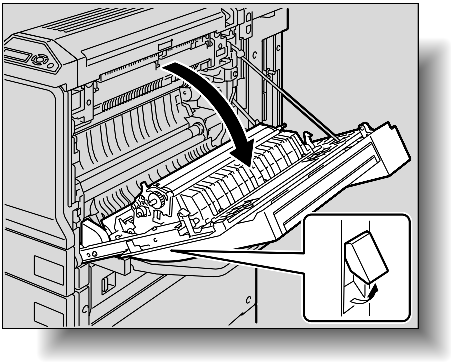
To clear a paper misfeed in the right-side door

1 Pull out the paper tray being used, and then remove any paper remaining in the tray.

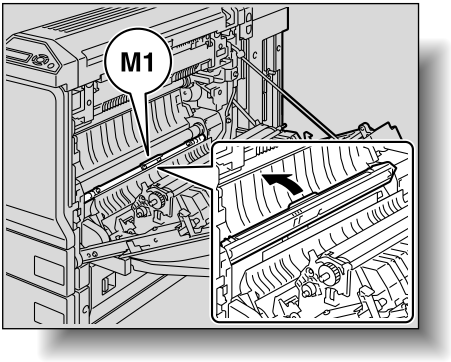


2 Load the paper into the paper tray again, and then close the tray.

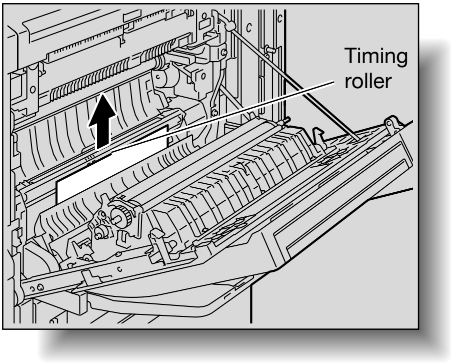
3 Pull up the upper right-side door release lever, and then open the upper right-side door.



4 Open inside cover M1.



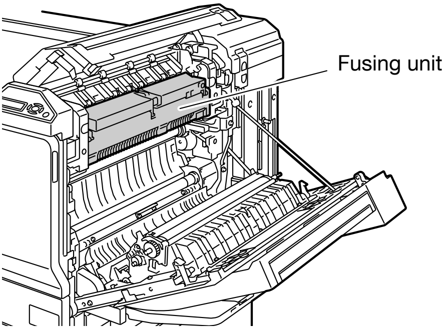
5 Pull out any paper caught in the timing roller section.



⚠ CAUTION

The area around the fusing unit is extremely hot.

➔Touching anything other than the indicated levers and dials may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.



...

Reminder

If the paper is misfed as described below, contact your technical representative.

The paper is wrapped around the timing roller.

The paper is folded or shredded by the timing roller.

...

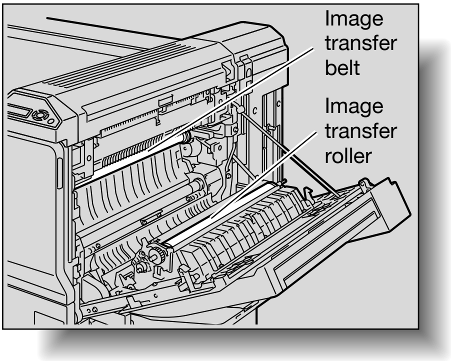
Reminder

Be careful not to touch the surface of the paper take-up roller (in the tray 1) or the film (in the tray 2, 3, and 4 and in the LCT) with your hands.

...

Reminder

Decreased print quality may result if the surface of the image transfer belt or the image transfer roller is touched. Be careful not to touch the surface of the image transfer belt or the image transfer roller.

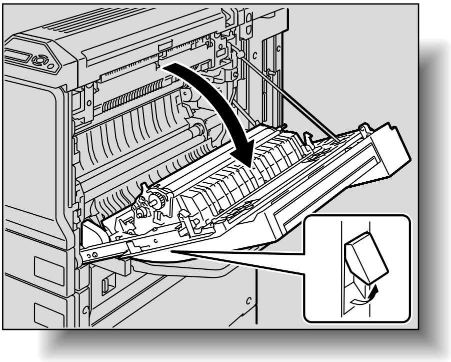


Detail

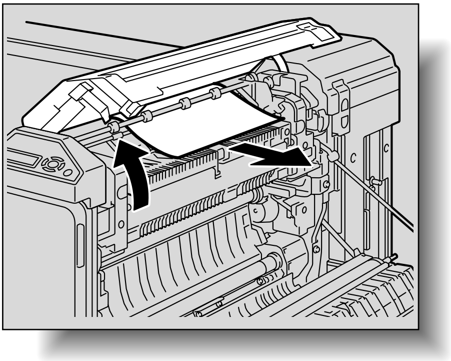
For details on the positions of paper misfeeds, refer to “Paper misfeed indications” on page 8-5.

To clear a paper misfeed in the fusing unit

1 Pull up the upper right-side door release lever, and then open the upper right-side door.

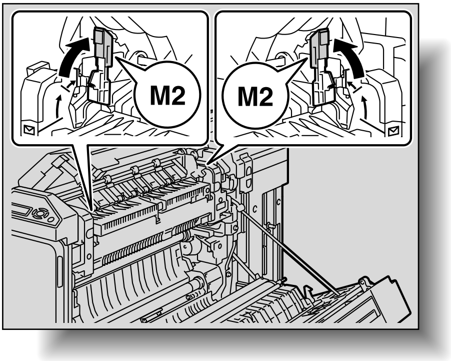


2 Push up the fusing unit cover, and then pull out any misfed paper.



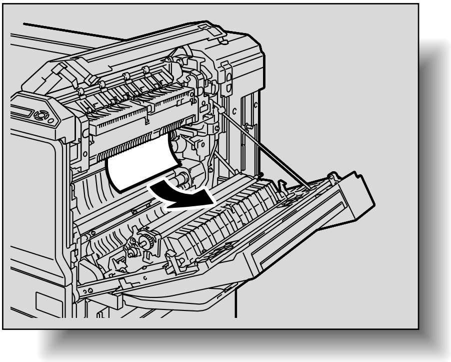
3 Push up the M2 release levers.

- Since the M2 release levers may be difficult to move, push them up forcefully one at a time.
- Do not manually return the M2 release levers to their original positions. They will return to their original positions when the fusing unit cover is closed.

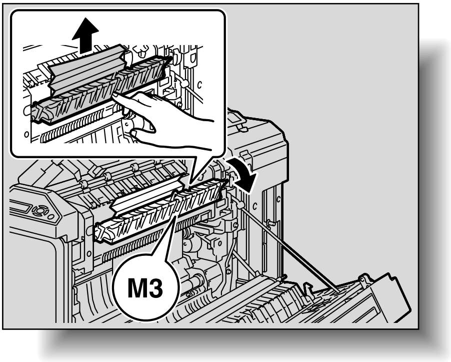


- When returning the M2 release levers to their original positions, do not move them with your hand.

4 Pull out any misfed paper.

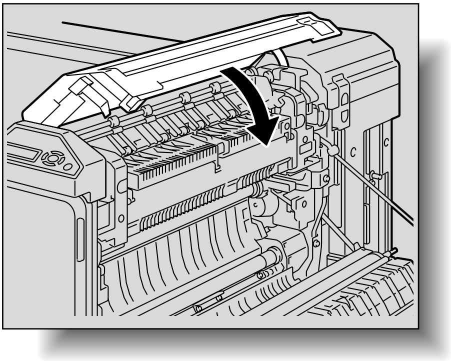


5 Pull inside cover M3 toward you to open it, and then pull out any paper caught in the fusing unit.

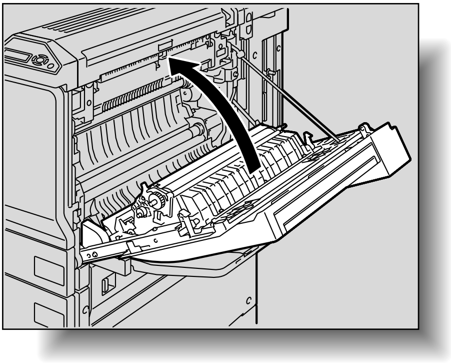


6 Close the fusing unit cover.

- When closing the fusing unit cover, also return the M2 release levers to their original positions.



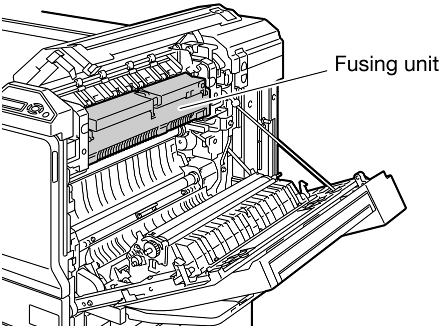
7 Close the upper right-side door.



⚠ CAUTION

The area around the fusing unit is extremely hot.

➔Touching anything other than the indicated levers and dials may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.



...

Reminder

If the paper is misfed as described below, contact your technical representative.

The paper is wrapped around the roller in the fusing unit.

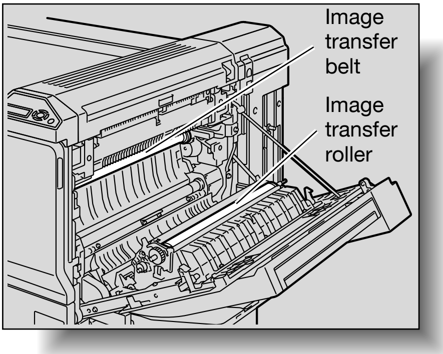
The paper is folded or shredded by the roller in the fusing unit.

The paper that was removed tore and partly remains in the fusing unit.

...

Reminder

Decreased print quality may result if the surface of the image transfer belt or the image transfer roller is touched. Be careful not to touch the surface of the image transfer belt or the image transfer roller.

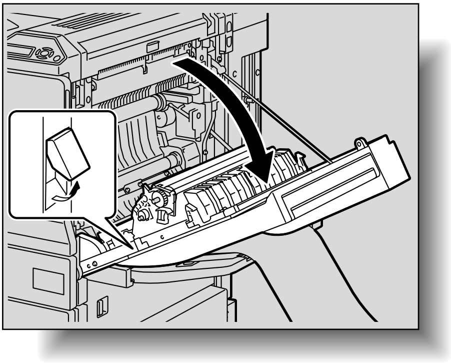


Detail

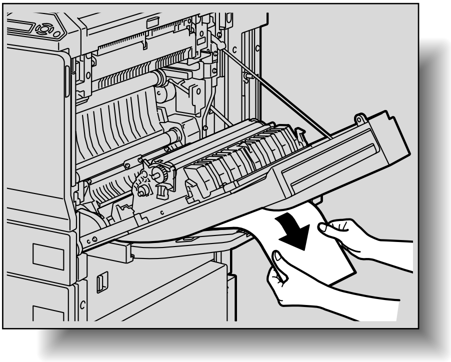
For details on the positions of paper misfeeds, refer to “Paper misfeed indications” on page 8-5.

To clear a banner paper misfeed

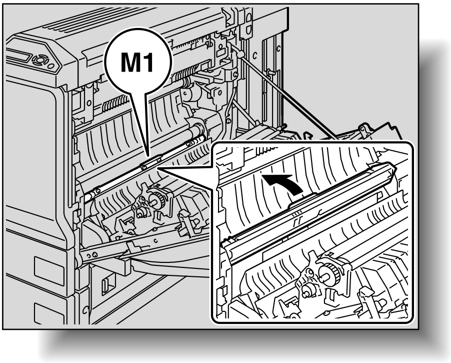
1 Pull up the upper right-side door release lever, and then open the upper right-side door.



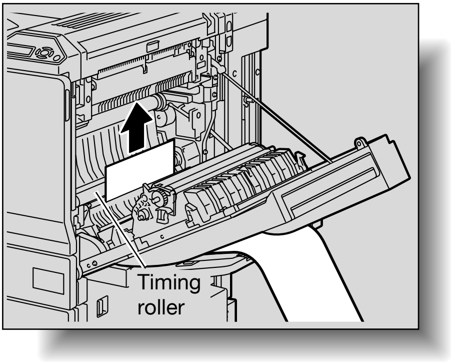
– If the end of the paper cannot be seen or cannot be grabbed, pull out the paper in the direction of the arrow.



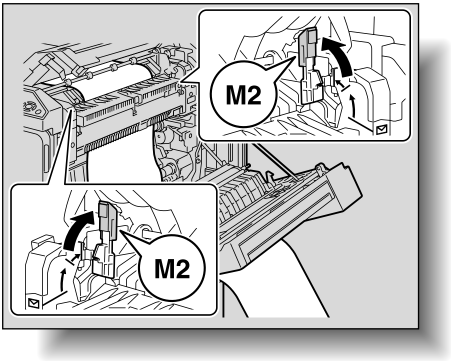
2 Open inside cover M1.



3 Pull out any paper caught in the timing roller section.

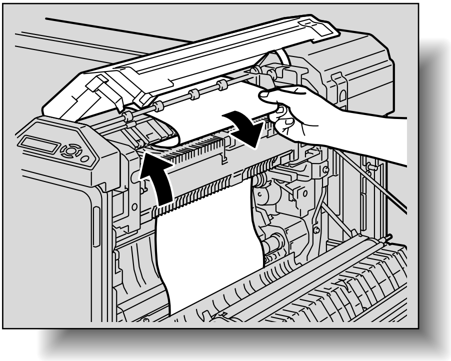


4 Push up the M2 release levers. Since the M2 release levers may be difficult to move, push them up forcefully one at a time.

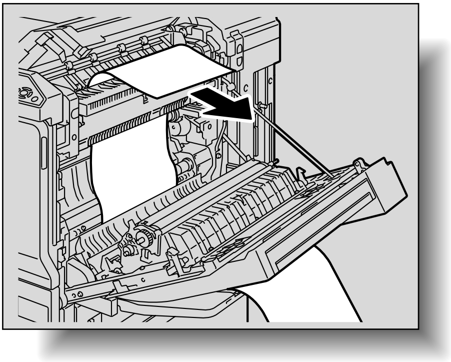


- Do not manually return the M2 release levers to their original positions. They will return to their original positions when the fusing unit cover is closed.
- When returning the M2 release levers to their original positions, do not move them with your hand.

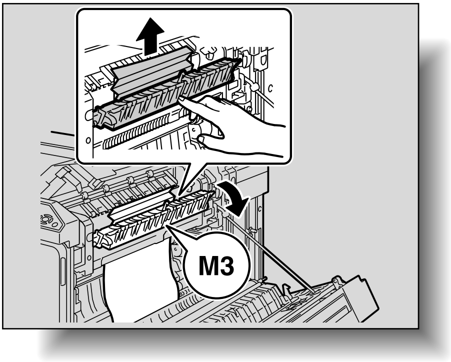
5 Push up the fusing unit cover, and then pull out any misfed paper.



6 Pull out any misfed paper.

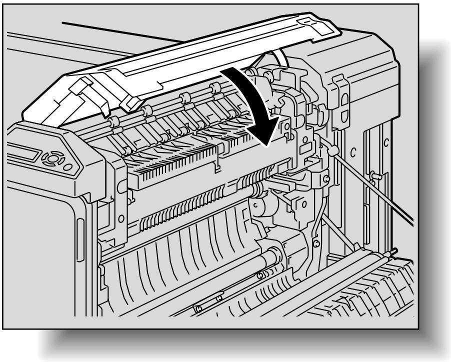


7 Pull inside cover M3 toward you to open it, and then pull out any paper caught in the fusing unit.

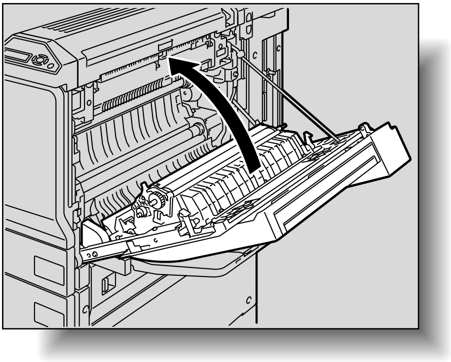


8 Close the fusing unit cover.

- When closing the fusing unit cover, also return the M2 release levers to their original positions.



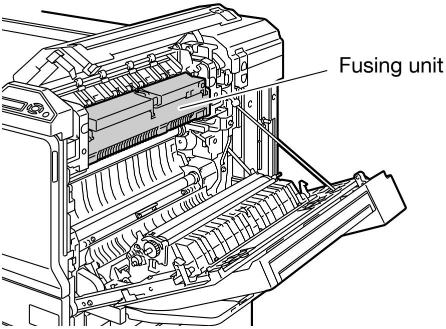
9 Close the upper right-side door.



⚠ CAUTION

The area around the fusing unit is extremely hot.

➔Touching anything other than the indicated levers and dials may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.



✎...

Reminder

If the paper is misfed as described below, contact your technical representative.

The paper is wrapped around the roller in the fusing unit.

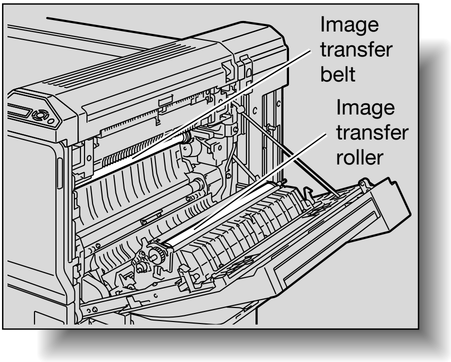
The paper is folded or shredded by the roller in the fusing unit.

The paper that was removed tore and partly remains in the fusing unit.

✎...

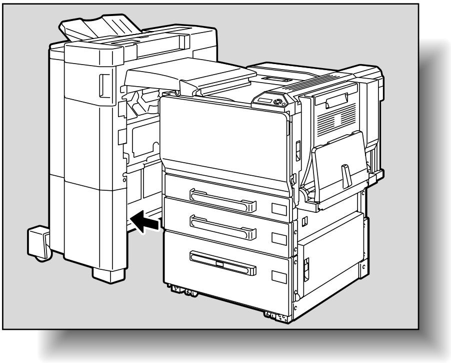
Reminder

Decreased print quality may result if the surface of the image transfer belt or the image transfer roller is touched. Be careful not to touch the surface of the image transfer belt or the image transfer roller.

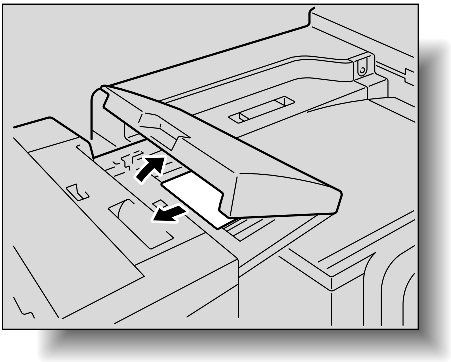


To clear a paper misfeed in Finisher FS-501

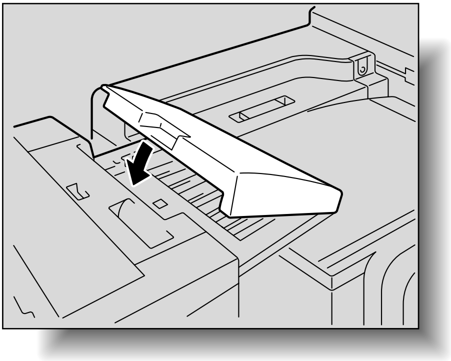
1 Slide the finisher away from the machine.



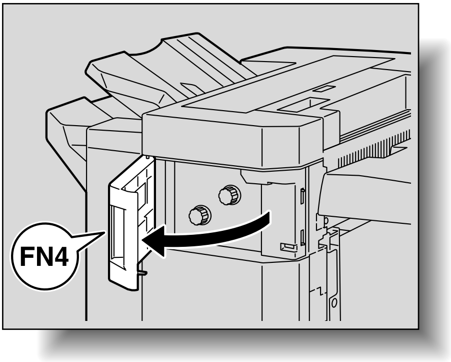
2 Open the horizontal transport unit cover, and then remove any misfed paper.



3 Close the horizontal transport unit cover.



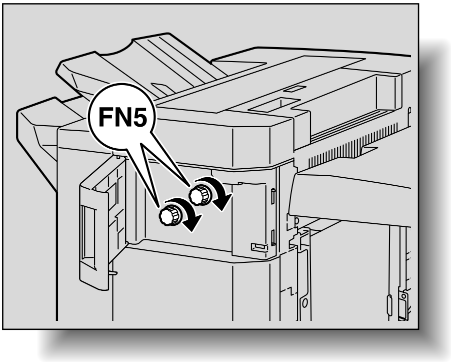
4 Open front door FN4.



5 Turn misfeed-clearing dials FN5 clockwise at the same time.

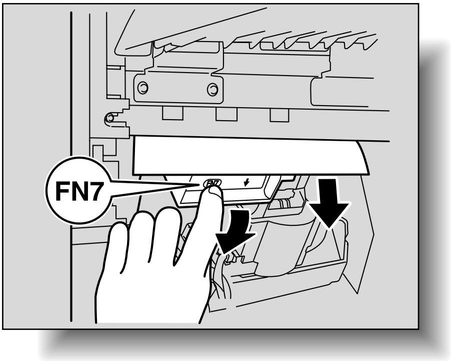
? What should be done if the paper can be seen from the exit tray?

➔ Turn misfeed-clearing dials FN5 counterclockwise at the same time to feed out any misfed paper.

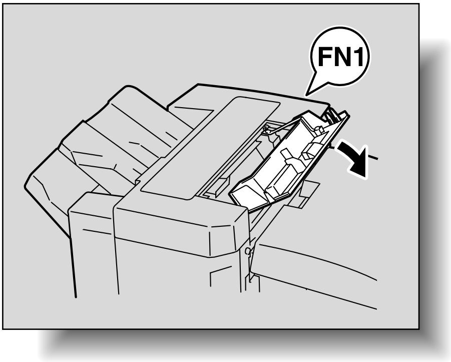


6 Close front door FN4.

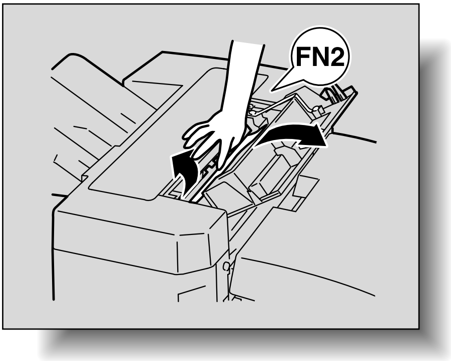
7 While holding misfeed-clearing guide FN7 open, pull out any misfed paper.



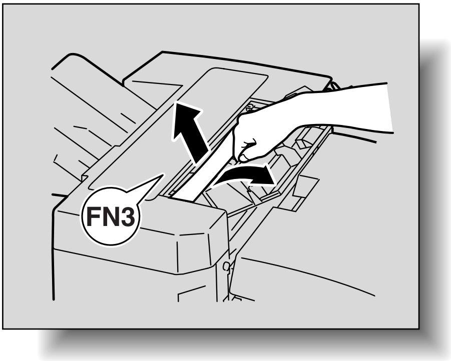
8 Open upper cover FN1.



9 Open misfeed-clearing guide FN2, and then pull out any misfed paper.



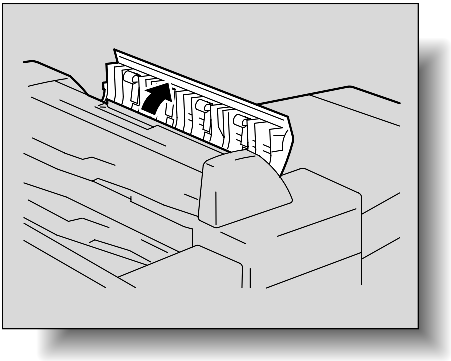
10 While holding misfeed-clearing guide FN3 open, pull out any misfed paper.



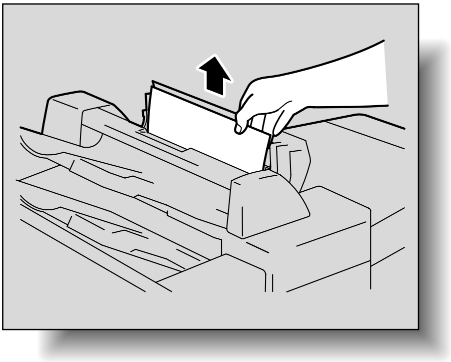
11 Close upper cover FN1.

12 If job separator is installed:
Open the job separator cover.

- – If job separator is not installed, skip to step 15.

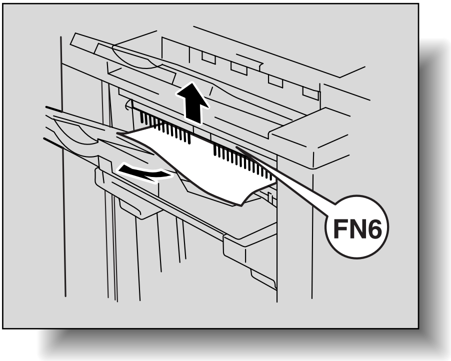


13 Remove any misfed paper.



14 Close the job separator cover.

15 While holding misfeed-clearing guide FN6 open, pull out any misfed paper.



16 Slide the finisher back against the machine.

⚠ CAUTION

Metallic parts on the inside of the upper cover are very hot.

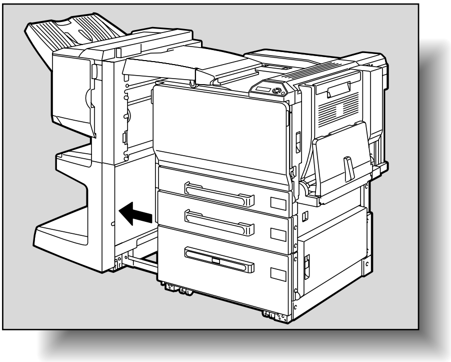
➔Touching any part other than the paper may result in burns.

Detail

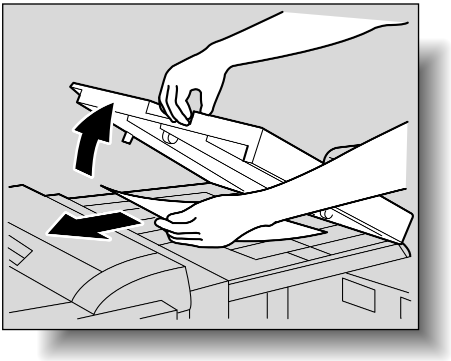
For details on the positions of paper misfeeds, refer to “Paper misfeed indications” on page 8-5.

To clear a paper misfeed in Finisher FS-603

1 Slide the finisher away from the machine.

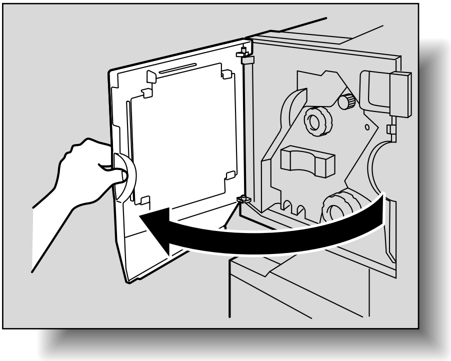


2 Open the horizontal transport unit cover, and then remove any misfed paper.



3 Close the horizontal transport unit cover.

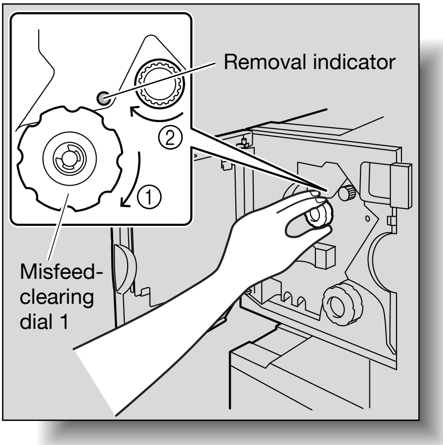
4 Open the front door of the finisher.



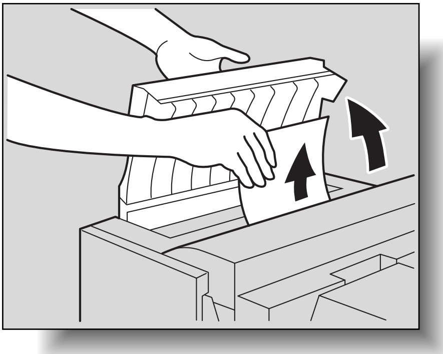
5 Turn misfeed-clearing dial 1 clockwise until the removal indicator is completely blue.

? What should be done if misfeed-clearing dial 1 is turned too far?

➔ Turn the misfeed-clearing dial 1 counterclockwise to finely adjust it.

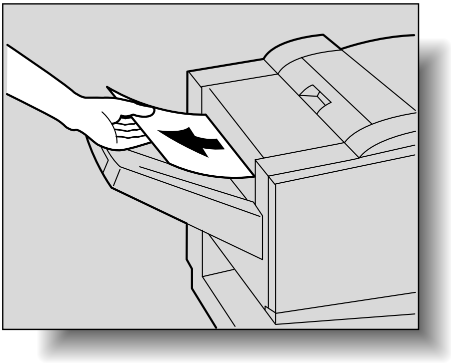

Removal indicator
②
①
Misfeed-clearing dial 1

6 Open the upper door of the finisher, and then pull out any paper in the feed section.

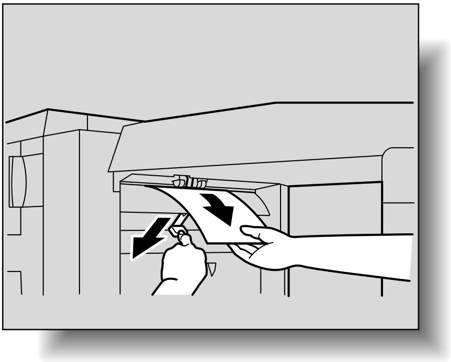


7 Close the upper door.

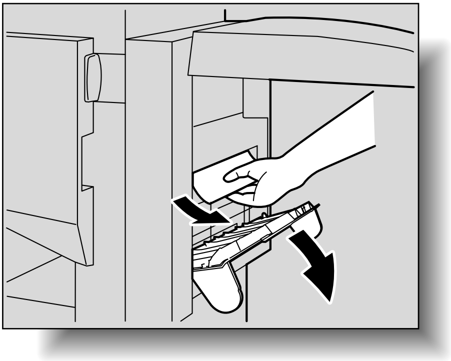
8 Remove all paper fed into the exit tray 1.



9 Open the misfeed-clearing guide for the finisher, and then remove any misfed paper.

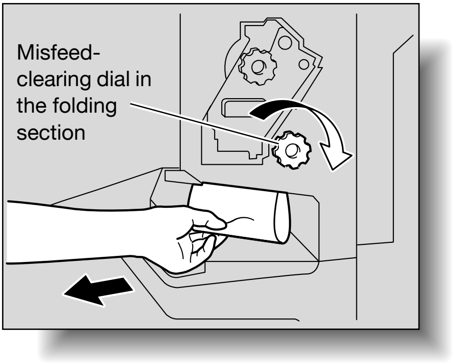


10 Open the right-side door, and then pull out any misfed paper in the transport section.

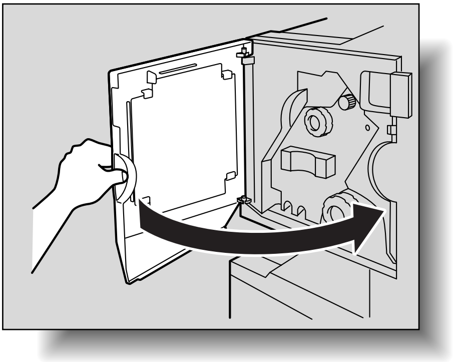


11 If the paper could not be removed in step 10, turn the misfeed-clearing dial in the folding section clockwise.

Feed the paper into the exit tray 2, and then pull it out.


Misfeed-clearing dial in the folding section

12 Close the front door of the finisher.



13 Slide the finisher back against the machine.

✎...

Reminder

If the message "Misfeed detected." appears, be sure to open the front door, turn the misfeed-clearing dial until the removal indicator is completely blue, and then remove the paper. If the paper is pulled out with too much force, the finisher may be damaged.

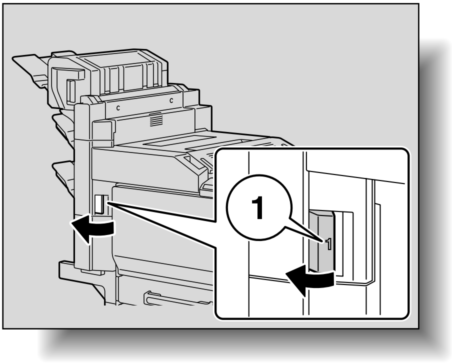
Do not pull paper remaining in the transfer unit out with too much force, otherwise the folding unit may be damaged.

Be careful that your fingers are not pinched when the front door is closed.

For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 8-5.

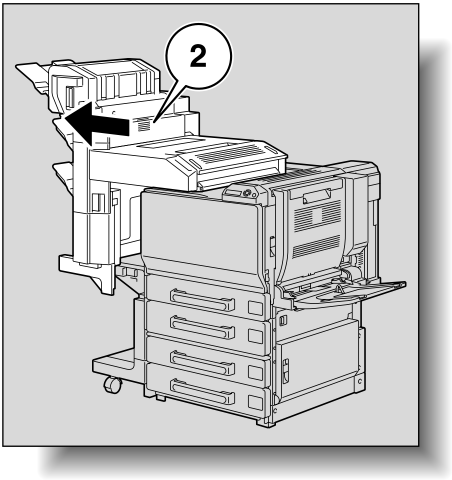
To clear a paper misfeed in the Finisher FS-514

1 Pull the finisher release lever 1 to unlock the finisher.

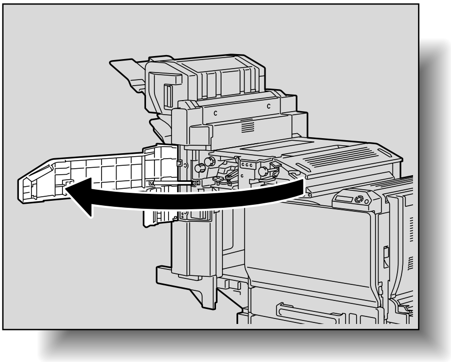


2 Grab the finisher at “2”, and then slide the finisher away from the main unit.

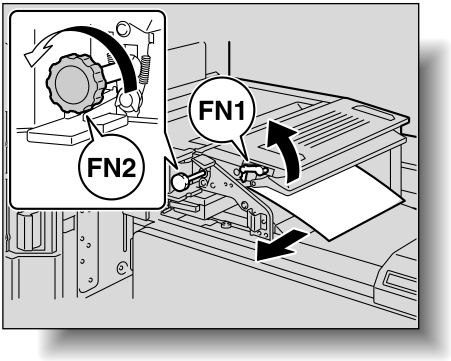
- To move the finisher away from the main unit, be sure to grab it at “2”. Do not grab the mailbins or saddle stitcher to move the finisher, otherwise they may be damaged.



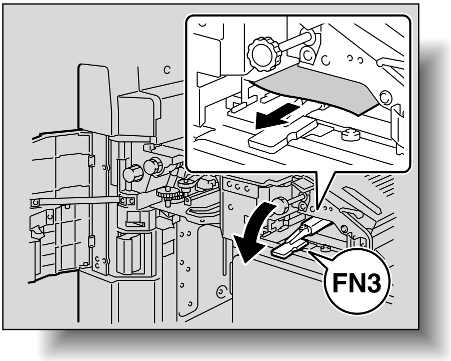
3 Open the front door.



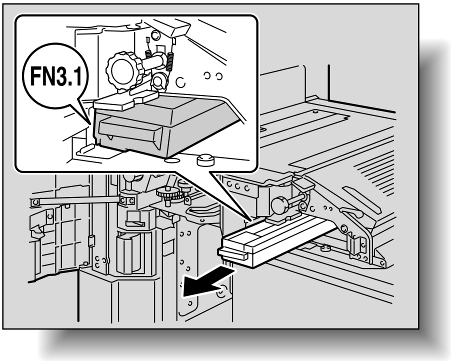
4 Raise lever FN1, turn dial FN2, and then pull out any paper.



5 Lower guide FN3, and then pull out any paper.



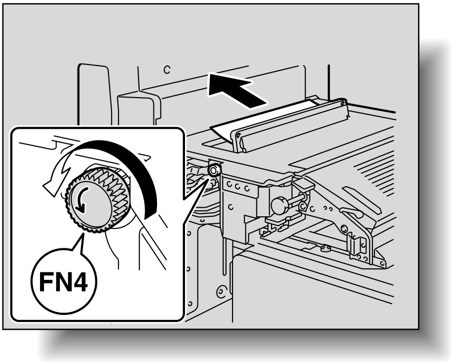
- If the punch kit is installed, pull out the hole-punch waste container FN3.1.



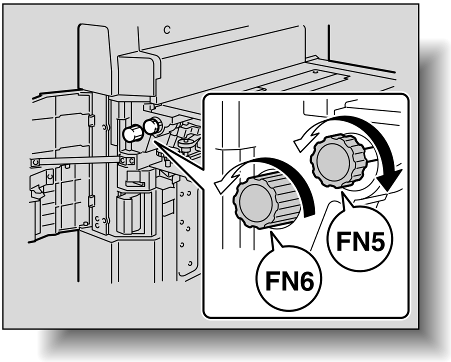
6 Return guide FN3 to its original position.

- If the punch kit is installed, insert the hole-punch waste container FN3.1 into its original position.

7 Turn dial FN4 to feed the paper, open the transport unit cover, and then pull out any paper.

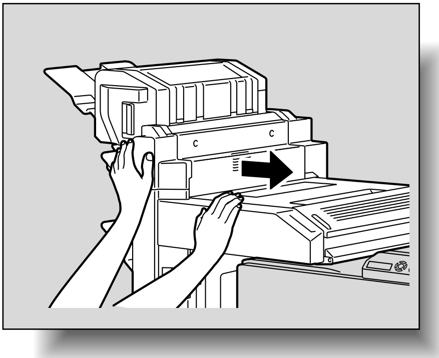


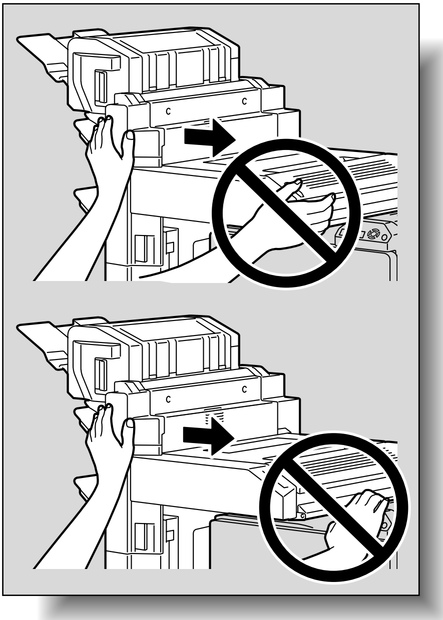
8 Turn dial FN5 or dial FN6, and then pull out any paper.



9 Return the finisher to its original position.

- When returning the finisher to its original position, do not grab the handle on the front door, the control panel, the mailbins, or the saddle stitcher.



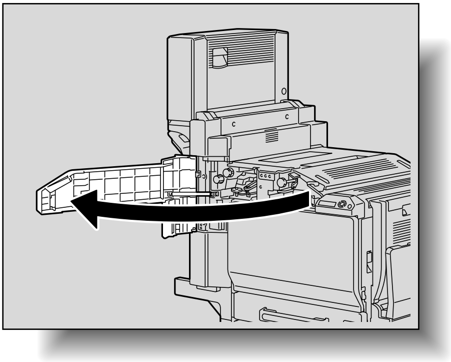


Detail

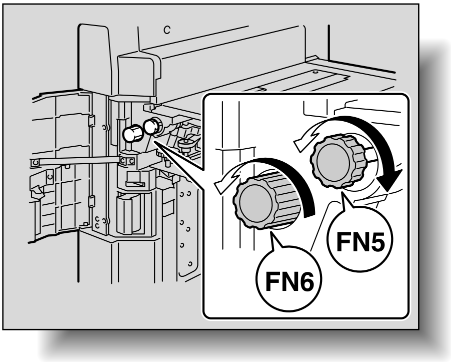
For details on the positions of paper misfeeds, refer to “Paper misfeed indications” on page 8-5.

To clear a paper misfeed in the mailbin

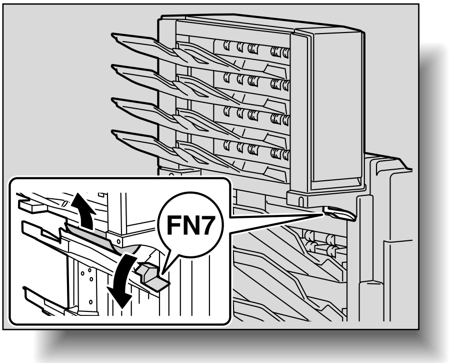
1 Open the front door.



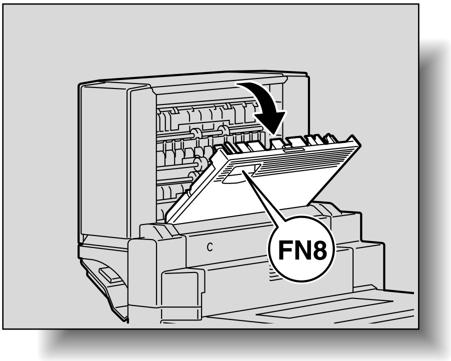
2 Turn dial FN5 or dial FN6 to feed out the paper.



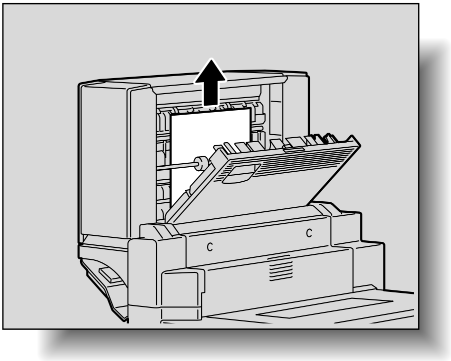
3 While pressing down lever FN7, pull out any paper.



4 Pull handle FN8 to open the misfeed-clearing door.



5 Pull out any paper in the mailbin.



6 Close the misfeed-clearing door.

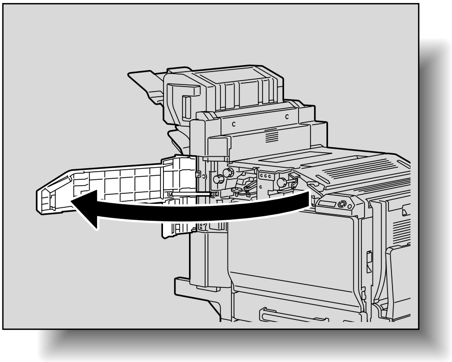
7 Close the front door.

Detail

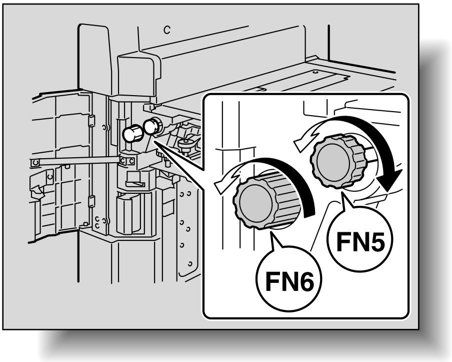
For details on the positions of paper misfeeds, refer to "Paper misfeed indications" on page 8-5.

To clear a paper misfeed in the saddle stitcher

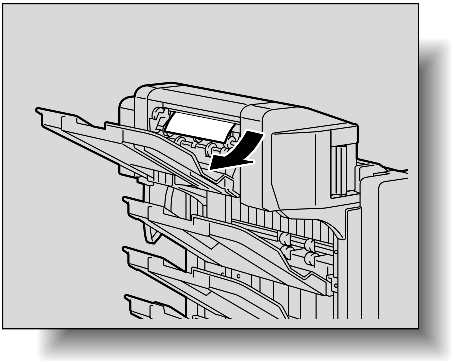
1 Open the front door.



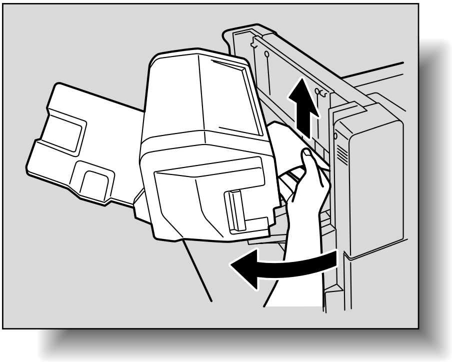
2 Turn dial FN5 or dial FN6 to feed out the paper.



3 Remove all paper from the finishing tray.



4 Open the misfeed-clearing door, and then pull out any paper.



5 Close the misfeed-clearing door.

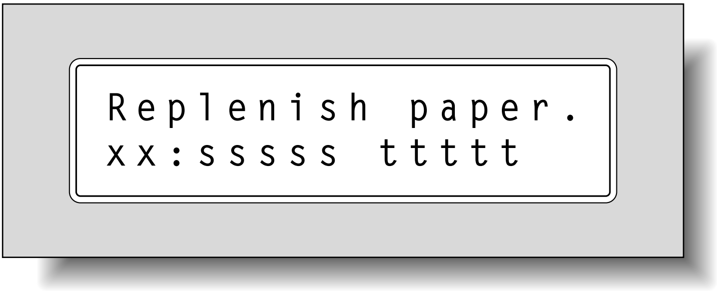
6 Close the front door.

Detail

For details on the positions of paper misfeeds, refer to “Paper misfeed indications” on page 8-5.

8.3 When the message “Replenish paper” appears

If a tray has run out of paper while printing, the message “Replenish paper.” appears.



```
Replenish paper.
xx:sssss ttttt
```

To replenish paper

➔ Check which paper tray is indicated, and then load it with paper.

xx: Indicates the paper tray
sssss: Indicates the size of the paper
ttttt: Indicates the code for the paper type
NRML (plain paper), 1SIDE (paper only for single-sided printing), OHP, TH1 to TH3 (thick paper 1 to 3), CP (colored paper), LTHD (letterhead), ENV (envelopes), and SP (special paper).

Detail
For details on loading paper into the paper trays, refer to “Loading paper into the Tray 1” on page 5-10, “Loading paper into Tray 2, 3, or 4” on page 5-15, “Loading paper into the LCT” on page 5-18, and “Loading paper into the bypass tray” on page 5-21.

8.4 Clearing a staple jam

✎...

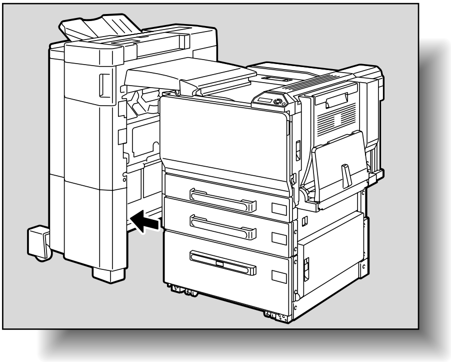
Reminder

Be careful when clearing jammed staples since injuries may result.

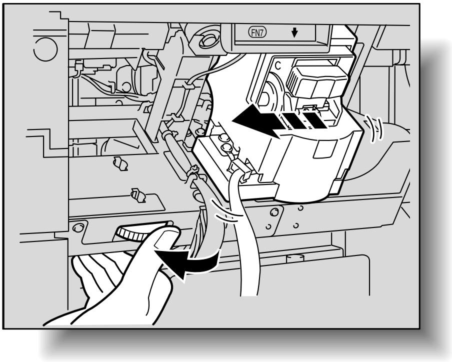
If the staples become jammed, follow the procedure described below. If the paper is pulled out with too much force, the stapler may be damaged.

To clear jammed staples in Finisher FS-501

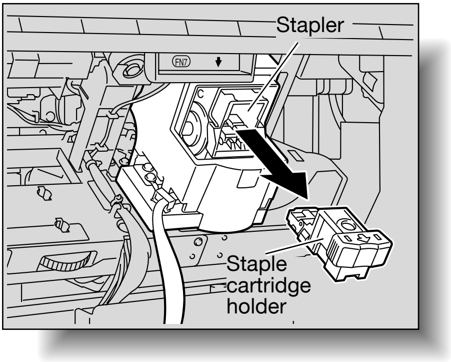
1 Slide the finisher away from the machine.



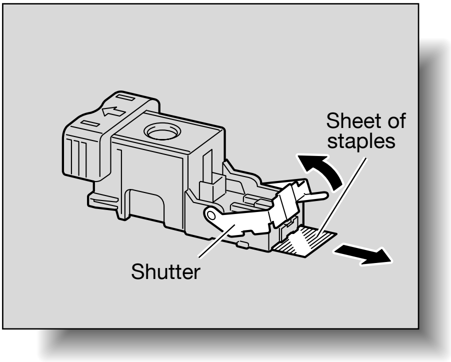
2 Turn the jammed-staple-clearing dial to the left in order to position stapler at the center.



3 Pull the staple cartridge holder out toward you.

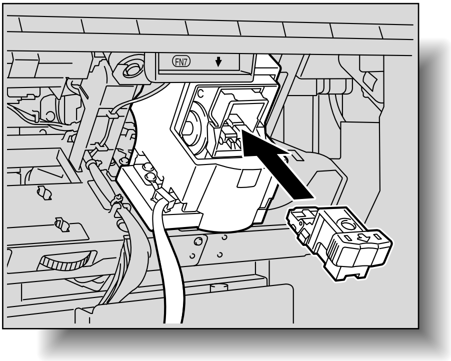

Stapler
Staple cartridge holder

4 Swing open the shutter of the staple cartridge holder, and then pull out one sheet of staples.


Sheet of staples
Shutter

5 Return the shutter of the staple cartridge holder to its original position.

6 Insert the staple cartridge holder until it locks into place.



7 Slide the finisher back against the machine.

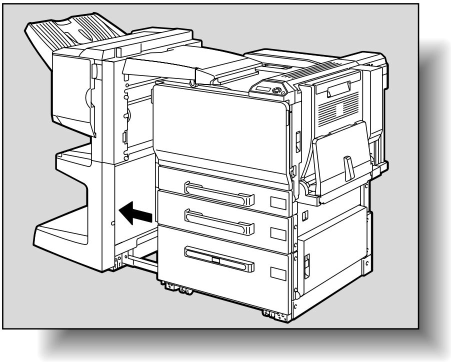
✎...

Reminder

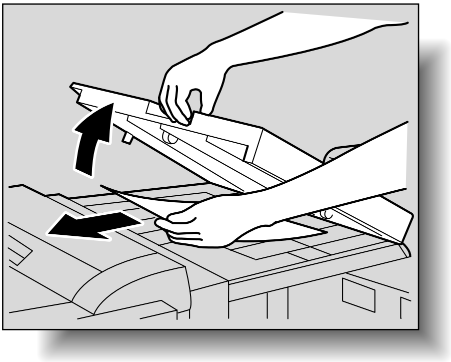
If stapling still cannot be resumed, even after performing the above procedure, contact your technical representative.

To clear jammed staples in Finisher FS-603

1 Slide the finisher away from the machine.

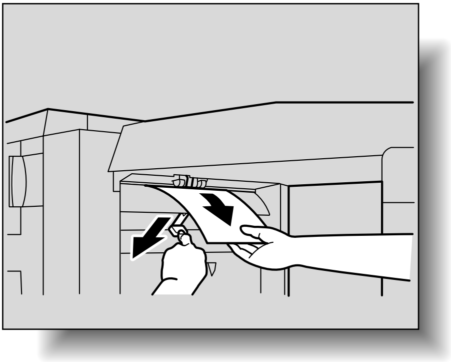


2 Open the horizontal transport unit cover, and then remove any misfed paper.

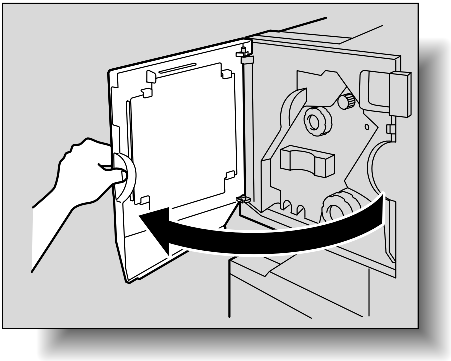


3 Close the horizontal transport unit cover.

4 Open the misfeed-clearing guide for the finisher, and then remove any misfed paper.



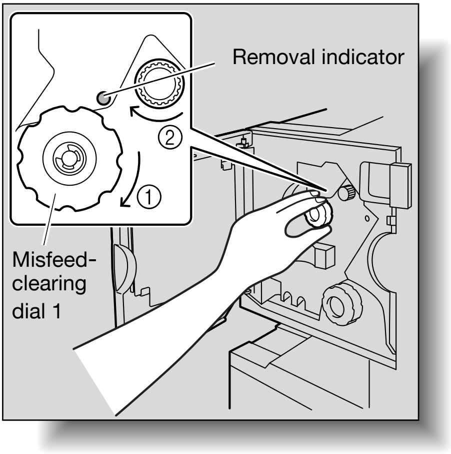
5 Open the front door of the finisher.



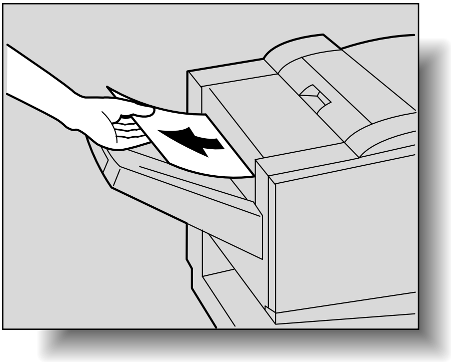
6 Turn misfeed-clearing dial 1 clockwise until the removal indicator is completely blue.

? What should be done if misfeed-clearing dial 1 is turned too far?

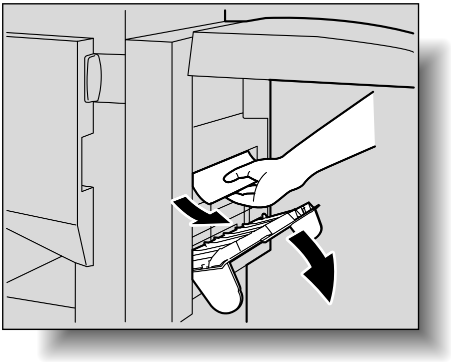
➔ Turn the misfeed-clearing dial 1 counterclockwise to finely adjust it.


Removal indicator
②
①
Misfeed-clearing dial 1

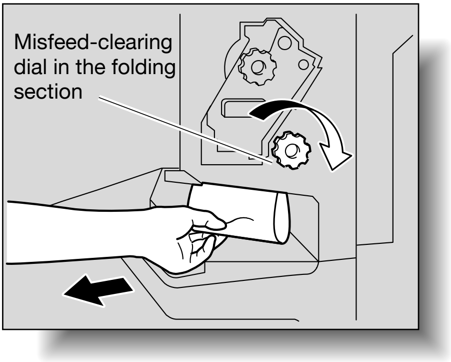
7 Remove all paper fed into the exit tray 1.



8 Open the Right-side door, and then pull out any misfed paper in the transport section.

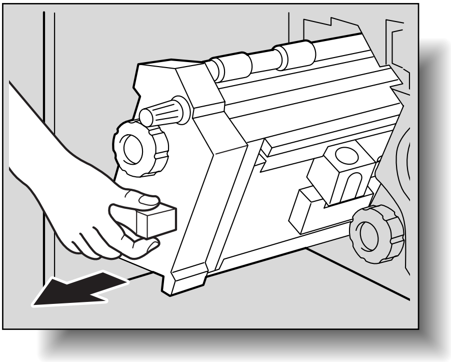


9 Clockwise turn the misfeed-clearing dial in the folding section. Feed out into the exit tray 2 the paper that could not be fed out in step 8, and then pull out the paper.

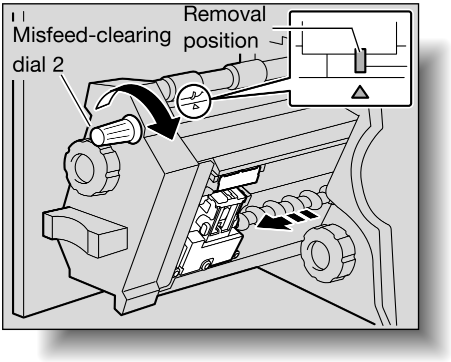


Misfeed-clearing dial in the folding section

10 Slowly pull out the stapler unit as far as possible.



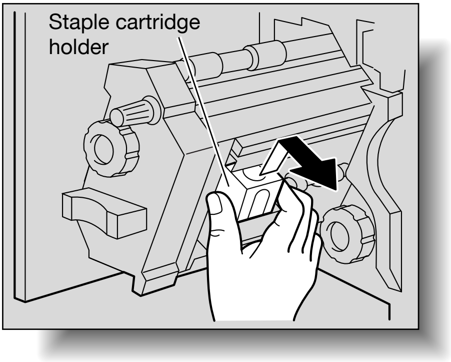
11 Turn misfeed-clearing dial 2 clockwise until the cartridge removal indicators are aligned.
The staple cartridge moves to a position from where it can be removed.


Misfeed-clearing dial 2
Removal position

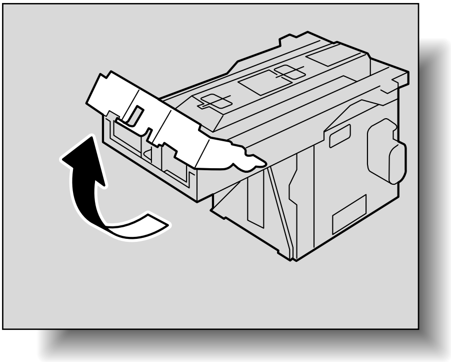
? What should be done if misfeed-clearing dial 2 is turned too far?

➔ Turn the misfeed-clearing dial 2 counterclockwise to adjust it so the cartridge removal indicators are aligned.

12 Grasp both sides of the staple cartridge holder, lift it up, and then pull it out.


Staple cartridge holder

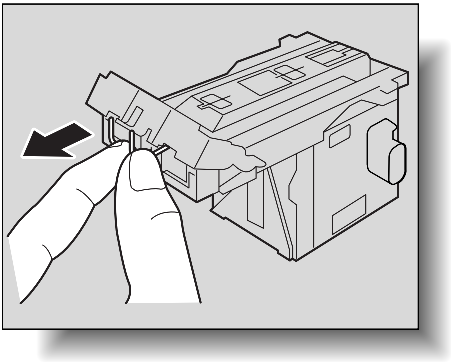
13 Swing open the shutter of the staple cartridge.



14 Pull out toward you the two staples jammed at the end of the staple cartridge.

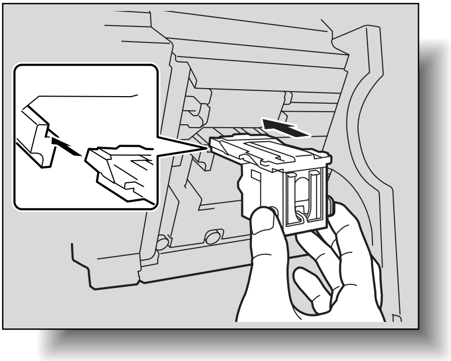
? What happens if two staples are not removed?

➔ Stapling cannot continue correctly.



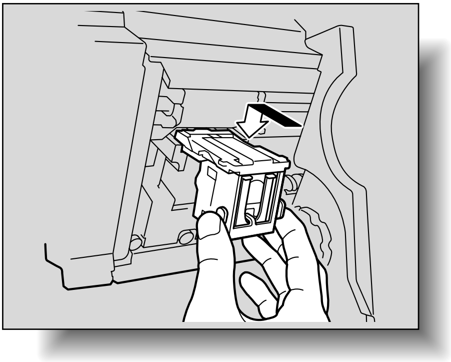
15 Return the shutter of the staple cartridge to its original position.

16 Insert the staple cartridge holder, making sure the tabs on the holder slide along the rails in the compartment.

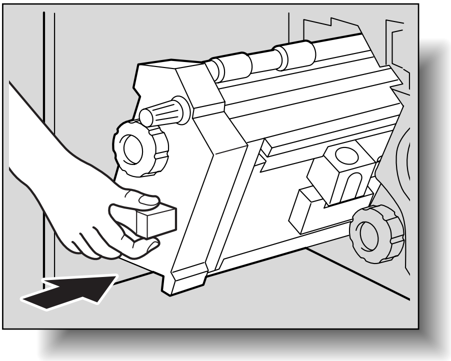


17 Insert the staple cartridge holder until it locks into place.

- Check that the staple cartridge holder is securely installed.



18 Carefully move the stapler unit back into its original position.



19 Close the front door.

20 Slide the finisher back against the machine.

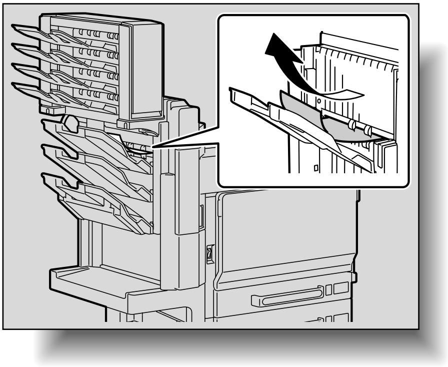
✎...

Reminder

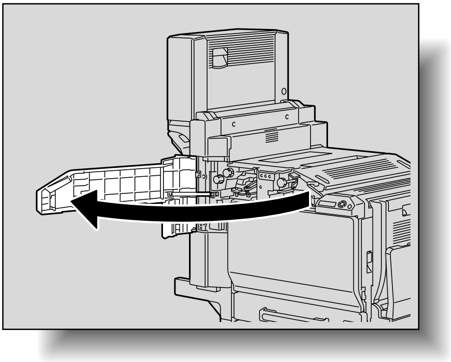
Do not pull out paper with too much force, otherwise the folding unit may be damaged.

To clear jammed staples in the Finisher FS-514

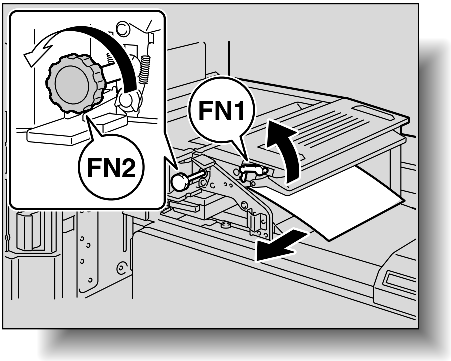
1 Remove all paper from the finisher.



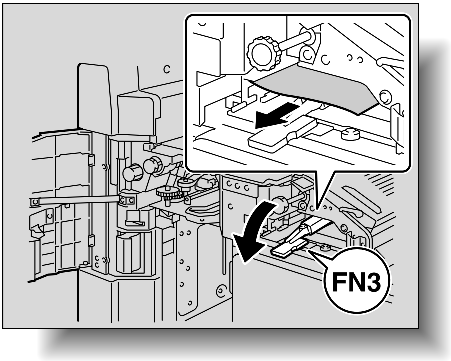
2 Open the front door.



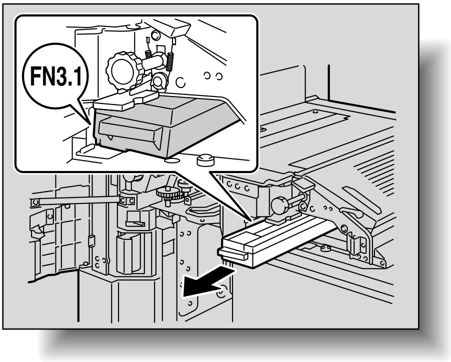
3 Raise lever FN1, turn dial FN2, and then pull out any paper.



4 Lower guide FN3, and then pull out any paper.



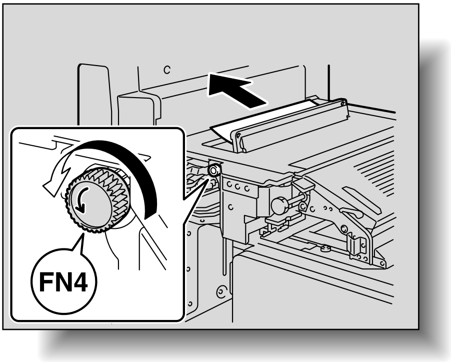
- If the punch kit is installed, pull out the hole-punch waste container FN3.1.



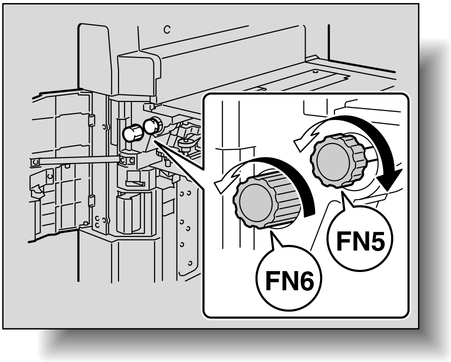
5 Return guide FN3 to its original position.

- If the punch kit is installed, insert the hole-punch waste container FN3.1 into its original position.

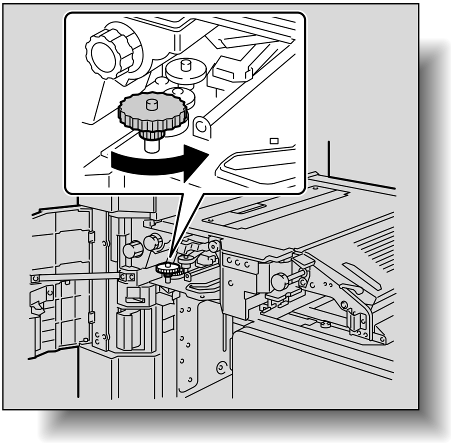
6 Turn dial FN4 to feed the paper, open the transport unit cover, and then pull out any paper.



7 Turn dial FN5 or dial FN6, and then pull out any paper.

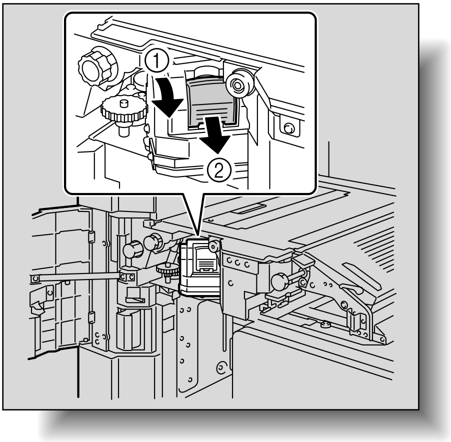


8 Turn the dial to the left to move the stapler toward the front.

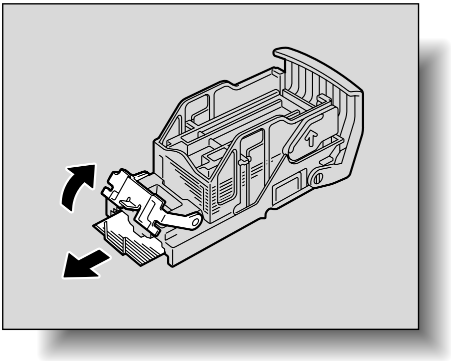


9 Remove the staple cartridge holder.

- Pull the staple cartridge holder toward you to remove it.
- Only touch the blue parts of the staple cartridge.



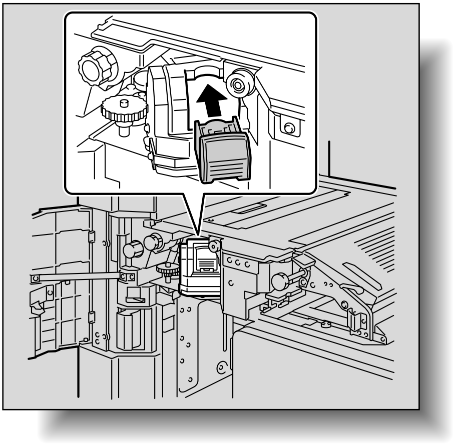
10 Swing open the shutter of the staple cartridge holder, and then pull out one sheet of staples.



11 Return the shutter of the staple cartridge holder to its original position.

12 Insert the staple cartridge holder, making sure the tabs on the holder slide along the rails in the compartment.

- Check that the staple cartridge holder is securely installed.



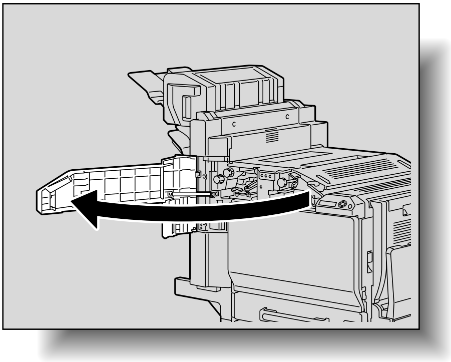
13 Close the front door.

✎...

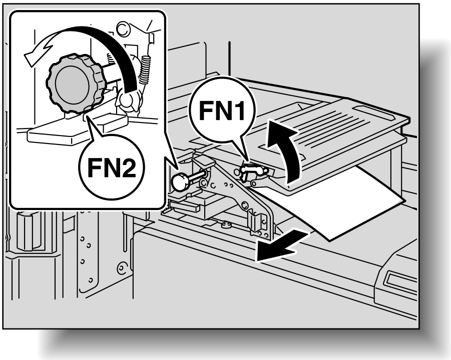
Reminder
If stapling still cannot be resumed, even after performing the above procedure, contact your technical representative.

To clear jammed staples in the saddle stitcher

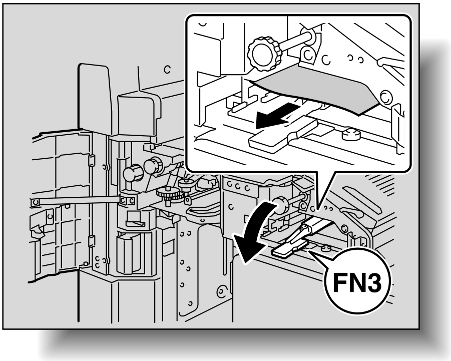
1 Open the front door.



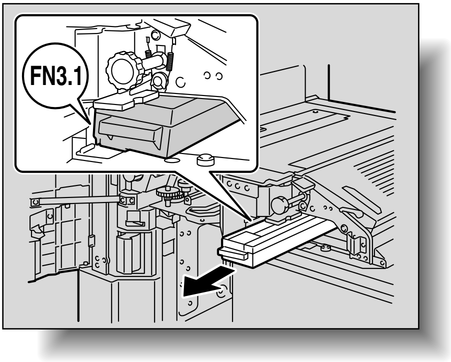
2 Raise lever FN1, turn dial FN2, and then pull out any paper.



3 Lower guide FN3, and then pull out any paper.



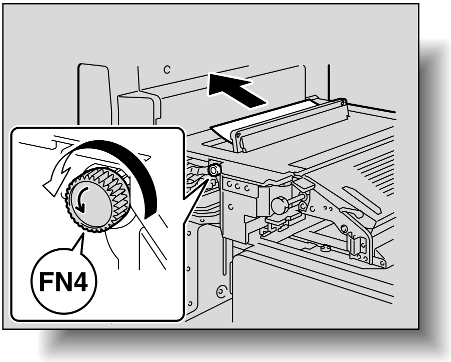
- If the punch kit is installed, pull out the hole-punch waste container FN3.1.



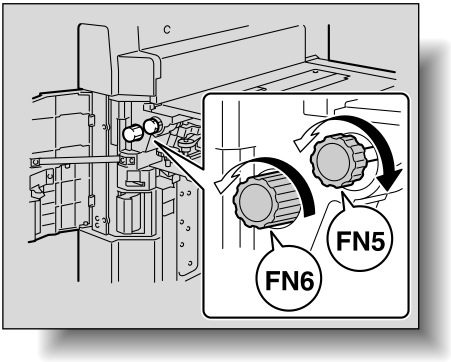
4 Return guide FN3 to its original position.

- If the punch kit is installed, insert the hole-punch waste container FN3.1 into its original position.

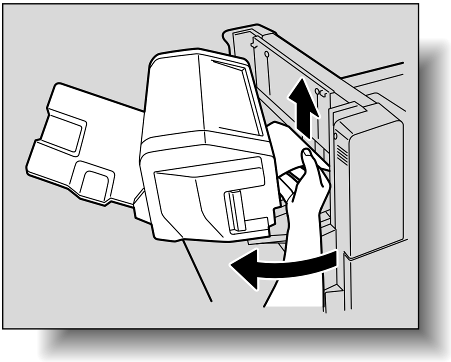
5 Turn dial FN4 to feed the paper, open the transport unit cover, and then pull out any paper.



6 Turn dial FN5 or dial FN6, and then pull out any paper.

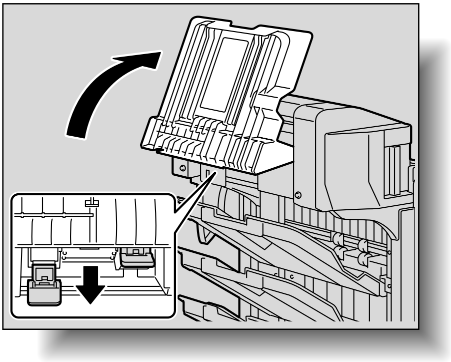


7 Open the misfeed-clearing door, and then pull out any paper.

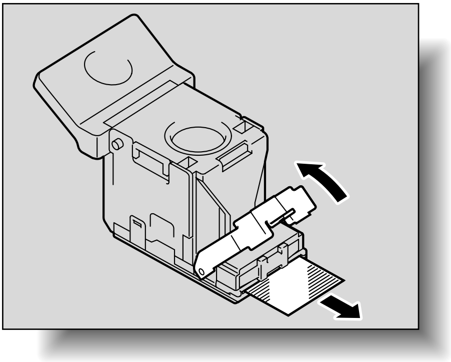


8 Close the misfeed-clearing door.

9 Raise the finishing tray, and then push down the staple cartridge holder and remove it.

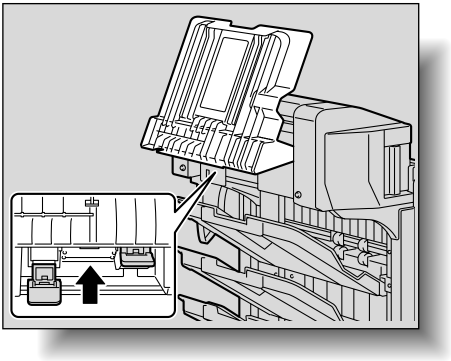


10 Swing open the shutter of the staple cartridge holder, and then pull out one sheet of staples.



11 Return the shutter of the staple cartridge holder to its original position.

12 Insert the staple cartridge holder, and then push it down until it locks into place.

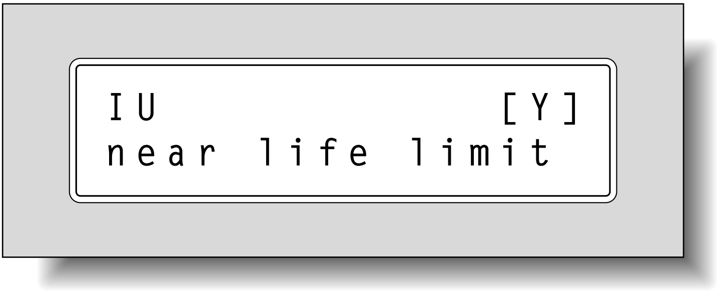


13 Return the finishing tray to its original position.

14 Close the front door.

8.5 When “near life limit” appears

When it is almost time to replace supplies or a part within this machine, the message shown in the following illustration appears, warning about the replacement period.



```
IU              [Y]
near life limit
```

...

Note

When the message appears, replace the specified supplies or part according to your maintenance agreement.

Detail

After the message “xxxx near life limit” appears, the message “Replace xxx” or “Please replace xxxx.” appears and the machine stops operating.

8.6 Simple troubleshooting

Main unit

Symptom	Possible Cause	Remedy
The machine does not start up when the main power switch is turned on.	Is no power supplied from the electrical outlet?	Correctly insert the power supply plug into the electrical outlet.
The machine does not start printing.	Is the right-side door of the machine open?	Securely close the right-side door of the machine.
	Is there no paper that matches the document?	Load paper of the appropriate size into the paper tray.
The printed output is too light.	Was the print density changed from the printer driver?	Check the printer driver setting.
	Is the paper damp?	Replace the paper with new paper. (See p. 5-10, p. 5-15, p. 5-18 and p. 5-21.)
The printed output is too dark.	Was the print density changed from the printer driver?	Check the printer driver setting.
The printed output is blurry.	Is the paper damp?	Replace the paper with new paper. (See p. 5-10, p. 5-15, p. 5-18 and p. 5-21.)
There are dark specks or spots throughout the printed output. There are streaks in the printed output.	Is the electrostatic charger wire dirty?	Use the charger-cleaning tool to clean the electrostatic charger wire. (See p. 7-4.)
The image is not aligned properly on the paper.	Are the lateral guides incorrectly positioned against the edges of the paper?	Slide the lateral guides against the edges of the paper.
	Was curled paper loaded into the paper tray?	Flatten the paper before loading it.
The printed page is curled.	Was paper that curls easily (as with recycled paper) used?	Remove the paper from the paper tray, turn it over, and then load it again.
		Replace the paper with paper that is not damp.
Even though the paper misfeed was cleared, prints cannot be produced.	Are there paper misfeeds at other locations?	Check the control panel for other paper misfeed indications, and then remove any misfed paper at all other locations. (See p. 8-5.)
Printing is not possible even though the password is entered on a machine with user authentication/account track set.	Did the message “Exceeds print limit.” appear?	Contact your administrator.

Finisher

Symptom	Possible Cause	Remedy
The finisher cannot be used.	Is no power supplied to the connector?	Check that the cord is correctly inserted into the connector.
The pages cannot be stapled.	Have the staples run out?	Replace the staple cartridge. (See p. 6-9.)
The pages that were fed out were not uniformly loaded and the punched holes or staples are incorrectly positioned.	Is the paper curled?	Remove the paper from the paper tray, turn it over, and then load it again.
	Is there a gap between the lateral guides in the paper tray and the side of the paper?	Slide the lateral guides in the paper tray against the side of the paper so that there is no gap.
Even though a Punch setting was selected, holes are not punched. (when Punch Kit is installed on Finisher)	Did the message “Punch Scrap Full.” appear?	Empty the hole-punch waste container.

If any message other than those listed above appears, perform the operation described in the message.

If the problem is not corrected after the described operation is performed, contact your technical representative.

Printer driver

Symptom	Probable Cause	Action
The message “No printers are connected.” or “Print error” appears.	The printer driver selected for printing is not compatible with the printer controller.	Check the printer name selected.
	The network cable, parallel cable, or USB cable is disconnected.	Check that the cable is connected properly.
	Available memory space is not sufficient.	Perform a test print to check whether printing is possible.
	An error has occurred in this machine.	Check this machine’s control panel.
A postscript error appears.	Available computer memory space is not sufficient.	Perform a test print to check whether printing is possible.
	There is an error in the application software settings.	Refer to the user’s manual of the application software to check the settings.
	The file printing settings are incorrect.	Change the settings and try to print again.
The machine does not start printing although the print job was completed on the computer.	The printer driver selected for printing is not compatible with the printer controller.	Check the printer name selected.
	The network cable, parallel cable, or USB cable is disconnected.	Check that the cable is connected properly.
	An error has occurred in this machine.	Check this machine’s control panel.
	A print job is queued in this machine, delaying printing.	Check the job order on the Active Jobs list of the machine’s control panel.
	“Save in User Box” was selected for the print job.	Check if the print job is stored on the Box screen of this machine’s control panel.
	“Secure Print” was selected for the print job.	Check if the print job is held on the Secure Print User Box screen of this machine’s control panel.
	If the account track settings have been applied, an unregistered account name (or password) may have been entered.	Enter the correct account name (or password).
	Available computer memory space is not sufficient.	Perform a test print to check whether printing is possible.
	The connection of this machine to the network is not yet established (while connecting to a network).	Consult with the network administrator.

Symptom	Probable Cause	Action
A printer driver setting cannot be selected.	Some functions cannot be combined.	Do not try to select settings that are not available.
The “Conflicts” message with “Unable to Select” or “Function Canceled” appears.	An incorrect combination of functions has been specified.	Check the settings and specify the functions correctly.
Printing is not performed as specified.	Incorrect settings are specified.	Check each setting in the printer driver.
	A combination of functions, although possible in the printer driver, is not possible with this machine.	
	The paper size, orientation, and other settings specified in the application have priority over those specified in the printer driver.	Enter the correct settings in the application.
The watermark cannot be printed.	The watermark is not correctly set.	Check the watermark settings.
	The watermark density is set to a level that is too low.	Check the density settings.
	Watermarks cannot be printed in graphics applications.	No watermark can be printed in this case.
The staple function cannot be specified.	Stapling is not possible if “Paper Type” is set to “Thick” or “Transparency”.	Check each setting in the printer driver.
	For stapling, an optional finisher must be installed.	Install the required optional finisher and enable it using the printer driver.
Stapling cannot be performed.	Stapling is not possible if the document contains pages of different sizes.	Check the document.
The stapling position is not as expected.	The orientation setting is not correct.	Check the stapling position in the printer driver setup dialog box.
The hole punch function cannot be specified.	Hole punching cannot be specified if “Booklet” is selected or paper not compatible with the finisher is used.	Check each setting in the printer driver.
	The punch kit must be installed on optional finisher FS-514 or FS-603.	Install the required optional finisher and enable it using the printer driver.
The pages are not punched.	Printed pages may be fed out without being punched if the paper is loaded into the paper source with an incorrect orientation.	Check the orientation setting.
The hole punch position is not as expected.	The orientation setting is not correct.	Check the punch position on the Layout tab of the printer driver setup dialog box.

Symptom	Probable Cause	Action
The form is not printed properly.	Available computer memory space is not sufficient.	Simplify the form to reduce the data size.
The image is not printed properly.	Available computer memory space is not sufficient.	Simplify the image to reduce the data size.
Paper is not fed from the specified paper source.	Paper will not be fed from the specified paper source if that paper source is loaded with paper of a different size or orientation.	Load the paper source with paper of the appropriate size and orientation.
The access number cannot be specified.	To specify access numbers, a HDD must be added in the Option tab of the printer driver.	Add a HDD in the Option tab of the printer driver.

8.7 Main messages and their remedies

Main messages

Message	Cause	Remedy
Set paper.[*1] Check Size[*1] Check Type[*1]	Paper of a suitable size is not loaded in a paper tray.	Either select a different size or feed paper of a suitable size from the bypass tray.
Remove paper.	Since the maximum amount of papers for the indicated finisher exit tray has been exceeded, the machine is unable to make prints.	Remove all papers from the indicated tray.
Account Name	Account track settings have been specified. Prints cannot be made unless an account name and its correct password are entered.	Type in your account name and password. (See p. 3-21, p. 3-52, and p. 3-100.)
Exceeds print limit.	The limit on the number of prints that can be made has been reached.	Contact your administrator.
Door open at xxxxxx	Since a machine door or cover is open or an option is not installed correctly, the machine is unable to make prints.	Make sure that all doors and covers are closed and that all options are installed correctly.
Please set IU.	The fusing unit is not installed correctly.	Reinstall the supplies or parts, or contact your technical representative.
Toner Cartridge not set.	The indicated toner cartridge is not installed correctly.	
Waste Toner Box not set.	The waste-toner box is not installed correctly.	
Replenish paper.[*1]	The indicated tray has run out of paper.	Load paper into the indicated tray. (See p. 5-10, p. 5-15, p. 5-18, and p. 5-21.)
Toner near empty.	The toner for the indicated color is about to run out.	Prepare to replace the toner cartridge according to your maintenance agreement.
Toner Empty	Since the toner for the indicated color has run out, the machine is unable to make prints.	Replace the toner cartridge according to your maintenance agreement.
Add Staple.	The staples have run out.	Replace the staple cartridge. (See p. 6-9.)
Paper Misfeed at xxxx	Since a paper misfeed occurred, the machine is unable to make prints.	Clear the paper misfeed. (See p. 8-5.)
HDD Password Error	The password is incorrect.	Register the correct password.
Encryption Key failure	The encryption key is incorrect.	Register the correct encryption key, or format the HDD.

Message	Cause	Remedy
Trouble C-xxxx Call Service	The machine malfunctioned and is unable to make prints.	Inform your technical representative of the code displayed on the control panel.

If any message other than those listed above appears, perform the operation described in the message.

*1 For a message concerning the paper, the paper tray, paper size and paper type are indicated as codes in the second line.

Example: T1: A4-R NRML
(For A4-R-sized plain paper in Tray 1)

The codes represent the following.

- Trays
  T1 to T4 (Tray 1 to Tray 4), BP (bypass tray), LC (LCT)
- Paper size
  AO, AO-R, BO, BOx-R (“O” is replaced with a number that indicates the paper size.)
  LD (11 × 17), LG (Legal), LT (Letter), IV (Invoice), EX (7-1/4 × 10-1/2)
  8K, 16K, 16K-R
  OOW or OOWR (wide paper for each size), FR (custom size)
- Paper type
  NRML (plain paper), 1SIDE (paper only for single-sided printing), OHP, TH1 to TH3 (thick paper 1 to 3)
  CP (colored paper), LTHD (letterhead), ENV (envelopes), and SP (special paper)

9 Additional settings

9 Additional settings

9.1 Using PageScope Web Connection

PageScope Web Connection is a device management utility supported by the HTTP server integrated into the printer.

Using a Web browser on a computer connected to the network, machine settings can be specified from PageScope Web Connection.

Detail
Flash and HTML are available from View Mode in PageScope Web Connection. For details, refer to "Logging In to the Administrator Mode" on page 9-6.

System Requirements

Item	System Requirements
Network	EthernetTCP/IP
Computer application	Web Browser: Microsoft Internet Explorer 6 or later recommended (JavaScript enabled, Cookies enabled) Microsoft XML Parser MSXML3.X must be installed when using Internet Explorer 5.5. Netscape Navigator 7.02 or later (JavaScript enabled, Cookies enabled) Macromedia® Flash® (If "Flash" is selected in View Mode, version 7.0 or later plugin is required.)

Accessing PageScope Web Connection

PageScope Web Connection can be accessed directly from a Web browser.

1. Start up the Web browser.

2. In the Address bar, enter the IP address for this machine, and then press the [Enter] key.

   http://<IP_address_for_this_machine>/
   Example: If the IP address for this machine is 192.168.1.20
   http://192.168.1.20/

Detail
For the procedure to set the IP address of this machine, refer to "Specifying the TCP/IP settings" on page 2-37.

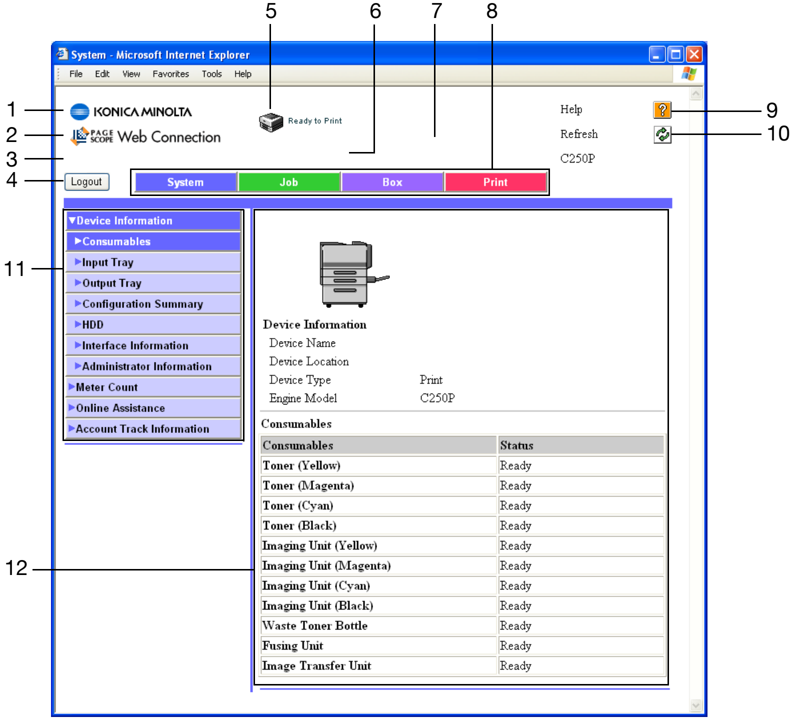
Page Structure

The page that appears immediately after PageScope Web Connection is accessed is called the User mode page, and it is displayed when you have logged in as a public user.

Note

If no operation is performed for the set length of time while logged on, a timeout occurs and you will automatically be logged off. Specify the timeout period by clicking "Auto Logout" in the "Authentication" submenu on the Network tab of Administrator mode.

The configuration of the PageScope Web Connection page is shown below.


5
6
7
8
System - Microsoft Internet Explorer
File
Edit
View
Favorites
Tools
Help
1
2
3
4
KONICA MINOLTA
PAGE SCOPE Web Connection
Ready to Print
Help
Refresh
C250P
9
10
Logout
System
Job
Box
Print
11
▼Device Information
▶Consumables
▶Input Tray
▶Output Tray
▶Configuration Summary
▶HDD
▶Interface Information
▶Administrator Information
▶Meter Count
▶Online Assistance
▶Account Track Information
12

Device Information

Device Name

Device Location

Device Type Print

Engine Model C250P

Consumables

Consumables	Status
Toner (Yellow)	Ready
Toner (Magenta)	Ready
Toner (Cyan)	Ready
Toner (Black)	Ready
Imaging Unit (Yellow)	Ready
Imaging Unit (Magenta)	Ready
Imaging Unit (Cyan)	Ready
Imaging Unit (Black)	Ready
Waste Toner Bottle	Ready
Fusing Unit	Ready
Image Transfer Unit	Ready

No.	Item	Description
1	KONICA MINOLTA Logo	Click the logo to jump to the following Web site (KONICA MINOLTA Web site). http://konicaminolta.com

No.	Item	Description
2	PageScope Web Connection Logo	Click the PageScope Web Connection logo to display the version information of PageScope Web Connection.
3	Login mode	Displays the current login mode.
4	[Logout]	Click to log out of the current mode.
5	Status Display	Displays the status of this machine’s printer sections using icons.
6	Message Display	Displays the status of the problem/error and other error information if an error has occurred in this machine.
7	Operation page	Displays the operating status of this machine.
8	Tab	Displays the categories that can be controlled by PageScope Web Connection. The following tabs are displayed in User mode. • System • Job • Box • Print
9	Help	The page specified in “Online Manual URL” is displayed. For the setting procedure, refer to “System tab” on page 9-12.
10	Refresh	Click to renew the page that is being displayed.
11	Menus	Lists the information and settings for the selected tab. The menus that appear vary depending on the tab that is selected.
12	Information and Settings Display	Displays the details of the item selected from the menu.

Cache Function of Web Browsers

The newest information may not appear on the PageScope Web Connection page due to the cache function of the Web browser. In addition, problems can occur when the cache function is used.

When using PageScope Web Connection, disable the cache function of the Web browser.

Detail

The menus and commands may vary depending on the Web browser. For details, refer to Help for the Web browser.

If the cache function is enabled on the Web browser and a timeout occurs in Administrator mode, the timeout page may appear even when PageScope Web Connection is accessed again. When this happens, the machine's control panel remains locked, and the main power of this machine must be turned off, then on again. To avoid such problems, disable the cache function.

When turning the power off, then on again, be sure to turn the sub-power switch off first, then the main power switch. In addition, wait at least 10 seconds before turning the power on again; otherwise, this machine may not function properly.

On Internet Explorer

1. On the “Tools” menu, click “Internet Options”.
2. On the General tab, click the [Settings] button under “Temporary Internet files”.
3. Select “Every visit to the page”, and then click the [OK] button.

On Netscape Navigator

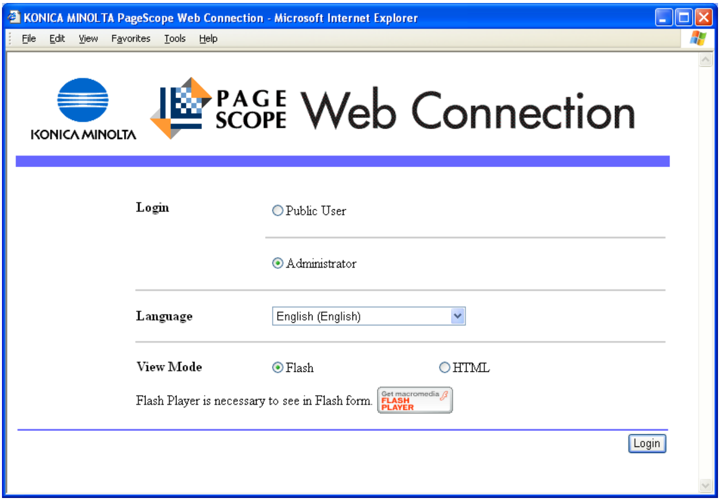
1. On the “Edit” menu, click “Preferences”.
2. In the “Category” box, click “Advanced”, then “Cache”.
3. Under “Compare the page in the cache to the page on the network”, select “Every time I view the page”.

Logging In to the Administrator Mode

You can specify the system and network settings by logging in to the Administrator mode.

1 In the login page, select [Administrator], and then click the [Login] button.

- If necessary, select the language and the display format.


KONICA MINOLTA PageScope Web Connection - Microsoft Internet Explorer
File Edit View Favorites Tools Help
KONICA MINOLTA
PAGE SCOPE Web Connection
Get macromedia FLASH PLAYER
Login

Login ○ Public User

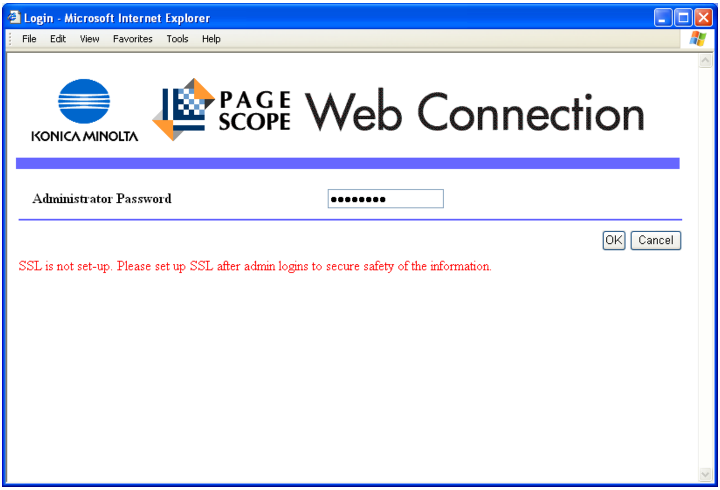
● Administrator

Language English (English)

View Mode ● Flash ○ HTML

Flash Player is necessary to see in Flash form.

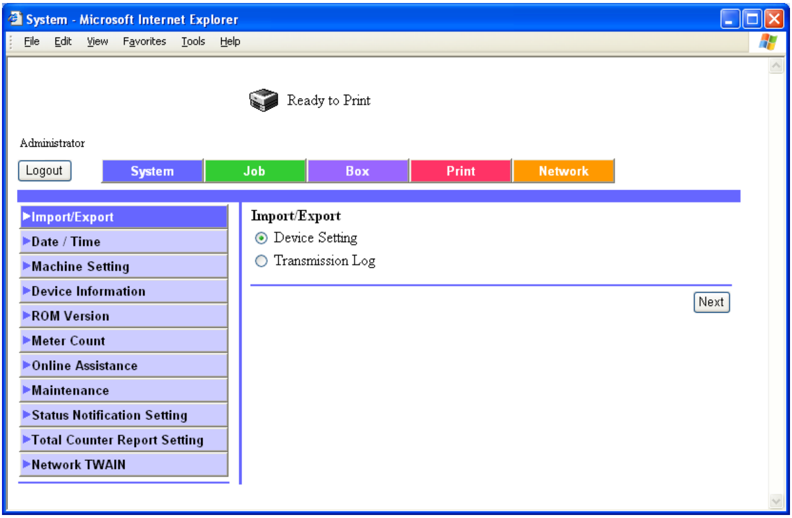
2 Enter the administrator password for this machine, and then click the [OK] button.


Login - Microsoft Internet Explorer
File Edit View Favorites Tools Help
KONICA MINOLTA
PAGE SCOPE Web Connection
OK
Cancel

Administrator Password •••••••••

SSL is not set-up. Please set up SSL after admin logins to secure safety of the information.

The page switches to the Administrator mode page.


System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Ready to Print
Administrator
Logout
System
Job
Box
Print
Network
Import/Export
Date / Time
Machine Setting
Device Information
ROM Version
Meter Count
Online Assistance
Maintenance
Status Notification Setting
Total Counter Report Setting
Network TWAIN
Import/Export
Next

● Device Setting

○ Transmission Log

Note

If the User mode page is displayed, click the [Logout] button to display the login page.

When logged in to the Administrator mode, the machine's control panel is locked and cannot be used.

Depending on the status of this machine, you may not be able to log in to the Administrator mode.

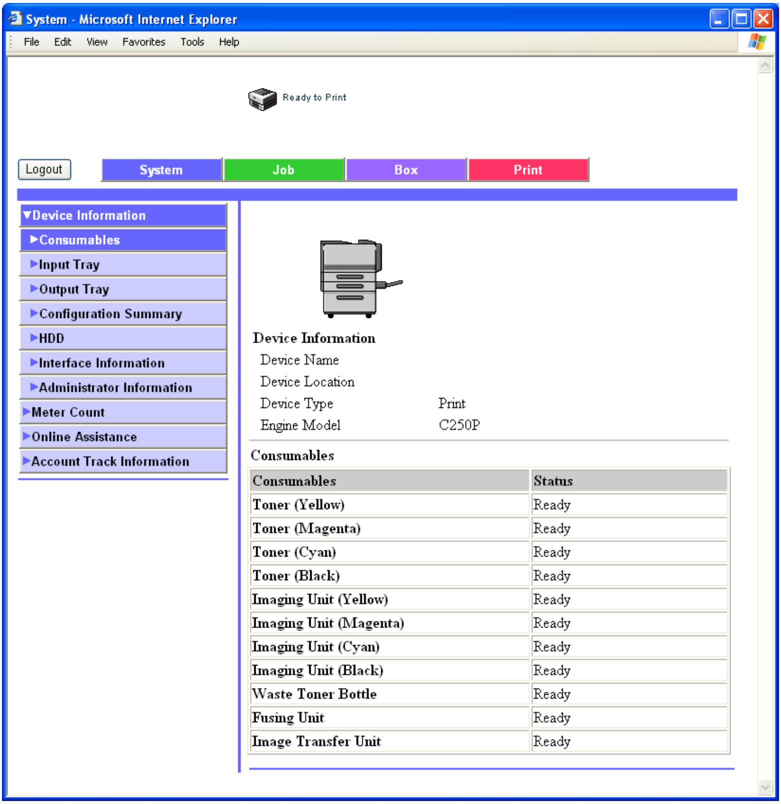
If "Flash" is selected in the display format, the following items are displayed by using the Flash function.
- *Status icons and images*
- *"System tab – Device Information – Input Tray" status*
- *"System tab" status*

To use the "Flash" function, Flash Player is required.

If using screen reader software, it is recommended to select HTML.

User mode

The User mode provides functions for checking and operating the machine on a user level. You can select from four tabs (System, Job, Box, and Print)


System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Ready to Print
Logout
System
Job
Box
Print
▼Device Information
▶Consumables
▶Input Tray
▶Output Tray
▶Configuration Summary
▶HDD
▶Interface Information
▶Administrator Information
▶Meter Count
▶Online Assistance
▶Account Track Information

Device Information

Device Name	
Device Location	
Device Type	Print
Engine Model	C250P

Consumables

Consumables	Status
Toner (Yellow)	Ready
Toner (Magenta)	Ready
Toner (Cyan)	Ready
Toner (Black)	Ready
Imaging Unit (Yellow)	Ready
Imaging Unit (Magenta)	Ready
Imaging Unit (Cyan)	Ready
Imaging Unit (Black)	Ready
Waste Toner Bottle	Ready
Fusing Unit	Ready
Image Transfer Unit	Ready

System tab

On the System tab, information and settings concerning the system configuration of this machine are displayed.

The System tab is the first page that appears when you access “http://<IP_address_for_this_machine>/” on the Web browser.

Menus		Description
Device Information	Consumables	Information about consumables for this machine is displayed.
	Input Tray	The status of each paper tray is displayed.
	Output Tray	The status of each of installed output tray is displayed.
	Configuration Summary	A summary of the system configuration for the machine and its status is displayed.
	HDD	The capacity and size used for the machine's HDD are displayed.
	Interface Information	The usability of each protocol and network information are displayed.
	Administrator Information	Information about the administrator for this machine is displayed.
Meter Count		The counters managed by the machine are displayed.
Online Assistance		Support information for the machine is displayed.
Account Track Information		The account information for the users that are logged on is displayed.

...

Note

If the consumables are not installed, their status may not be correctly indicated on the page displayed by clicking "Consumables" in the menu under "Device Information".

The information that appears in the Device Information page differs depending on the options that are installed.

If account track settings have not been specified from the machine, "Account Track Information" does not appear.

Job tab

From the Job tab, jobs managed by the machine can be checked.

Menus		Description
Current Jobs	Print	The list of print jobs being performed and queued to be performed and their details are displayed.
	HDD/Memory	The list of box jobs being performed and queued to be performed and their details are displayed.
Job History	Print	The list of completed print jobs and their details are displayed.
	HDD/Memory	The list of completed box jobs and their details are displayed.

✎...

Note

The number assigned to the job when it was queued in the machine appears as the job number.

Box tab

From the Box tab, you can create boxes and check and download files from boxes.

Menus	Description
Open User Box	Type in the box number and password for the box to be opened.
Create User Box	Create a new box. Specify the necessary information for the type of box to be created.

✎...

Note

Some operations cannot be performed while a box or file is being accessed from a different print of PageScope Web Connection or from the control panel.

The Box tab appears only if the optional HDD is installed.

Detail

For details on creating boxes, refer to *"Box operations" on page 9-16.*

Print tab

From the Print tab, you can check the default printer settings and print the various reports.

Menus		Description
Default Setting	General Setting	The default printer settings are displayed.
	PCL Setting	The PCL settings are displayed.
	PS Setting	The PostScript settings are displayed.
Print Reports	PS Font List	The list of fonts that can be used with PostScript are printed.
	PCL Font List	The list of fonts that can be used with PCL are printed.
	GDI Demo Page	The demo page is printed.
	Configuration Page	A list of the machine settings is printed.
	Paper Tray	Select the paper tray loaded with the paper used for printing the reports.

Note

It may not be possible to print reports while the machine is processing a job.

Administrator mode

In Administrator mode, you can specify system settings for this machine. You can select from five tabs (System, Job, Box, Print, and Network).

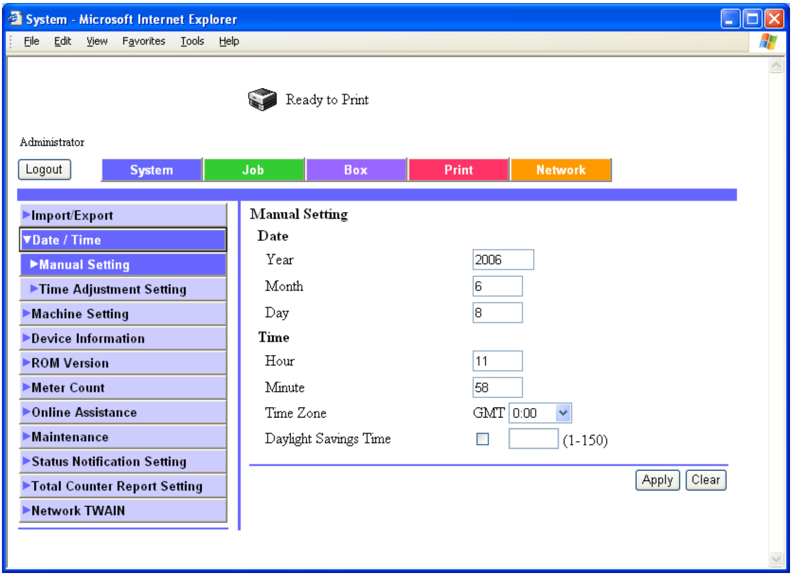
For details on logging on to Administrator mode, refer to “Logging In to the Administrator Mode” on page 9-6.

Basic operation

1 Click a tab, and then select an item from the menu on the left side.

2 Specify settings for the displayed options. Either type in a setting directly or select one from the drop-down list.

3 Click the [Apply] button to apply the settings.


System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Ready to Print
Administrator
Logout
System
Job
Box
Print
Network
▶Import/Export
▼Date / Time
▶Manual Setting
▶Time Adjustment Setting
▶Machine Setting
▶Device Information
▶ROM Version
▶Meter Count
▶Online Assistance
▶Maintenance
▶Status Notification Setting
▶Total Counter Report Setting
▶Network TWAIN
Apply
Clear

Manual Setting

Date

Year 2006

Month 6

Day 8

Time

Hour 11

Minute 58

Time Zone GMT 0:00

Daylight Savings Time ☐ (1-150)

System tab

On the System tab, information and settings concerning the system configuration of this machine are displayed.

Menus		Description
Import/Export		Information from this machine can be saved as a file (exported) or information can be written to this machine (imported).
Date/Time	Manual Setting	Type in the date and time to specify them.
	Time Adjustment Setting	Specify whether the date and time can be set by acquiring them from the NTP server.
Machine Setting		Specify the device name, location and the name of the administrator.
Device Information	Consumables	Information about consumables for this machine is displayed.
	Input Tray	The status of each paper tray is displayed.
	Output Tray	The status of each of installed output tray is displayed.
	Configuration Summary	A summary of the system configuration for the machine and its status is displayed.
	HDD	The capacity and size used for the machine's HDD are displayed.
	Interface Information	The usability of each protocol and network information are displayed.
	Administrator Information	Information about the administrator for this machine is displayed.
ROM Version		The ROM version is displayed.
Meter Count		The counters managed by the machine are displayed.
Online Assistance		Specify the support information for this machine. To display this information, click the System tab in User mode, and then click "Online Assistance".
Maintenance	Network Setting Clear	The machine's network settings can be reset to those specified when the machine was shipped from the factory.
	Reset	The printer can be reset.
	Format All Destination	This item is not available with this machine.
Status Notification Setting		This item is not available with this machine.
Total Counter Report Setting (Device Nickname)		This item is not available with this machine.
Network TWAIN		This item is not available with this machine.

Note

Only text files can be read when importing and exporting.

If the settings are cleared by selecting "Network Setting Clear", you will not be able to connect to this machine until the settings are specified again.

Job tab

From the Job tab, the history of jobs managed by the machine can be checked.

Menus		Description
Job History	Print	The list of completed print jobs and their details are displayed.
	HDD/Memory	The list of completed box jobs and their details are displayed.

Note

The number assigned to the job when it was queued in the machine appears as the job number.

Box tab

On the Box tab, information and settings for the boxes are displayed.

Menus	Description
Open User Box	Type in the box number for the box to be opened.
Create User Box	Create a new box. Specify the necessary information for the type of box to be created.

Note

Some operations cannot be performed while a box or file is being accessed from a different print of PageScope Web Connection or from the control panel.

The box administrator can monitor documents in public boxes without a password.

The Box tab appears only if the optional HDD is installed.

Print tab

From the Print tab, the default print settings can be changed.

Menus		Description
Interface		Specify the amount of time until the interface times out.
Default Setting	General Setting	Change the default print settings, such as the paper tray and paper size.
	PCL Setting	Change the PCL settings.
	PS Setting	Change the PostScript settings.

Network tab

From the Network tab, settings concerning the network connection can be changed.

Menus		Description
TCP/IP Setting	TCP/IP Setting	Change the TCP/IP settings, such as the IP address for the connection.
	IP Filtering Setting	Specify the settings for IP address filtering. Limitations can be set on access by specifying the IP address of the host.
NetWare Setting	NetWare Setting	Change the NetWare settings.
	NetWare Status	The NetWare file server and print queue name are displayed to show the NetWare connection status.
IPP Setting		Change the settings for IPP printing.
FTP Setting	TX	This item is not available with this machine.
	Server	This item is not available with this machine.
SNMP Setting		Change the SNMP settings.
SMB Setting	WINS Setting	Change the WINS settings.
	Client Setting	This item is not available with this machine.
	Print Setting	Change the settings for SMB printing.
AppleTalk Setting		Change the AppleTalk settings.
Bonjour Setting		Change the Bonjour settings.
LDAP Setting	LDAP Setting	This item is not available with this machine.
	LDAP Sever Registration	This item is not available with this machine.
E-Mail Setting	E-mail RX (POP)	This item is not available with this machine.
	E-mail TX (SMTP)	This item is not available with this machine.
Network Fax Setting	SMTP TX Setting	This item is not available with this machine.
	SMTP RX Setting	This item is not available with this machine.

Menus		Description
SSL/TLS	SSL/TLS	Specify the settings for SSL/TLS. When SSL is used, transmissions between this machine and the client computer are encrypted. In order use SSL, a self-signed certificate must first be created or a certificate issued by a certification authority must be installed. The certificate is obtained from the certification authority by sending data requesting that a certificate be issued.
	Processing Method	Select what operation is performed if the period of validity for the SSL sever certificate has expired when this machine is connecting to an SSL server as a client.
Authentication	Auto Logout	Specify the settings for automatically logging out from Administrator mode and User mode. If no operation is performed within the length of time set here, the user is automatically logged out from the mode.
OpenAPI Setting		Specify the port number for the extended application interface. Select whether or not SSL/TLS is used with this machine.
TCP Socket Setting		Specify the TCP socket settings. TCP socket is used during data transmissions between the computer application and this machine. Select whether or not SSL/TLS is used with this machine.

...

Note

"Use SSL/TLS" does not appear for "OpenAPI Setting" or "TCP Socket Setting" if the settings for using SSL are not first specified for "SSL/TLS".

If "TCP Socket" is set to "OFF", applications on multiple computers may no longer be used.

In order to apply the changes to the settings on the Network tab, restart the machine (turn it off, then on again).

...

Reminder

When the machine is turned off, then on again, wait at least 10 seconds to turn the machine on after turning it off. The machine may not operate correctly if it is turned on immediately after being turned off.

9.2 Box operations

Box operations allow document print data to be saved on the HDD and printed when desired. Various boxes can be created for specific uses, and data can be saved in a specified box.

Available parameters

User mode

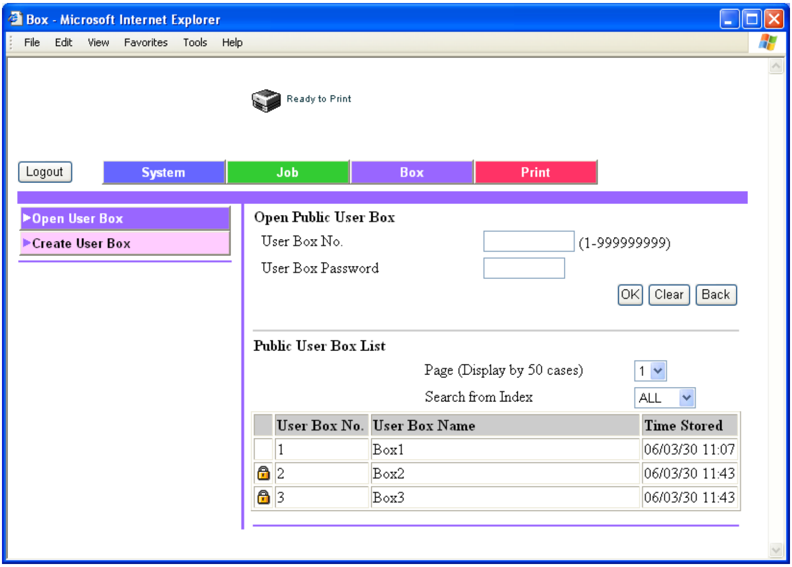
Menu	Description
Open User Box	Type in the box number and password for the box to be opened.
Create User Box	Create a new box. Specify the necessary information for the type of box to be created.

Administrator mode

Menu	Description
Open User Box	Type in the box number for the box to be opened.
Create User Box	Create a new box. Specify the necessary information for the type of box to be created.

Opening Boxes

The list of boxes currently created and the list of data saved in those boxes can be viewed.


Box - Microsoft Internet Explorer
File
Edit
View
Favorites
Tools
Help
Ready to Print
Logout
System
Job
Box
Print
▶Open User Box
▶Create User Box
OK
Clear
Back

Open Public User Box

User Box No. (1-999999999)

User Box Password

Public User Box List

Page (Display by 50 cases) 1

Search from Index ALL

	User Box No.	User Box Name	Time Stored
	1	Box1	06/03/30 11:07
🔒	2	Box2	06/03/30 11:43
🔒	3	Box3	06/03/30 11:43

Open Public User Box

Item	Description
User Box No.	Type in the number of the box to be opened.
User Box Password	Type in the password if a password has been set for the box.

Public User Box List

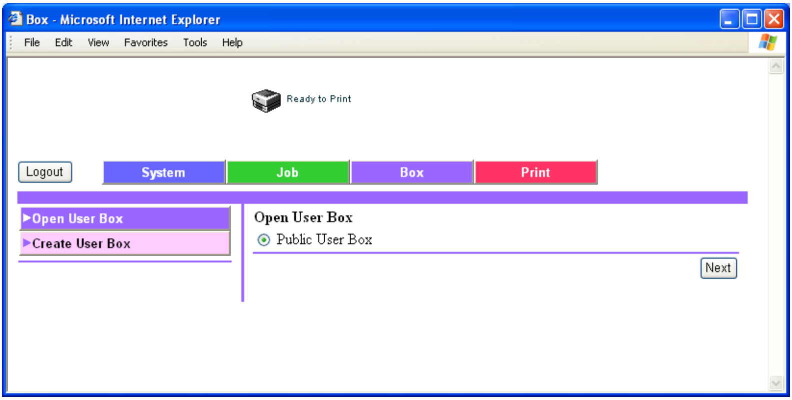
Item	Description
Page (Display by 50 cases)	If there are more than 50 boxes, specify the page to be displayed.
Search from Index	Displays the list of boxes according the index search characters selected when the box was created.
Box list	Displays the box number, box name and date/time that the box was created. 🔒 appears beside boxes that have a password specified.

Note

When logged on to Administrator mode, the settings of boxes can be specified or the boxes can be deleted without the box password being entered.

To open a box

1 Select the box type, and then click [Next].


Box - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Ready to Print
Logout
System
Job
Box
Print
▶Open User Box
▶Create User Box
Next

Open User Box

● Public User Box

2 In the “User Box No.” box, type the box number.

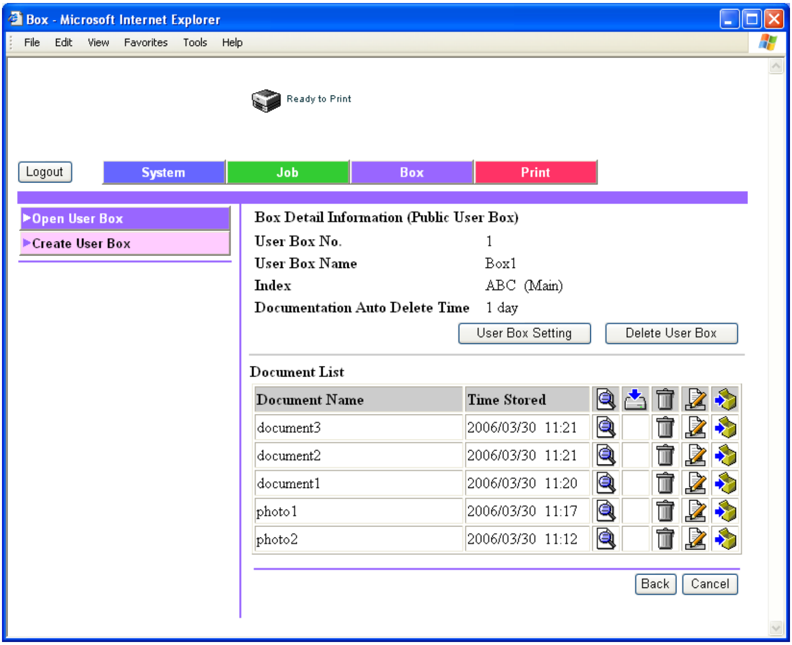
3 For User mode, type the password in the “User Box Password” box.

4 Click [OK].

A list of the documents saved in the specified box is displayed.

Checking Box Information

The basic box information and the list of documents saved in the box can be viewed. In addition, documents can be deleted, renamed or moved/copied.


Box - Microsoft Internet Explorer
File
Edit
View
Favorites
Tools
Help
Ready to Print
Logout
System
Job
Box
Print
▶Open User Box
▶Create User Box
User Box Setting
Delete User Box
Back
Cancel

Box Detail Information (Public User Box)

User Box No.	1
User Box Name	Box1
Index	ABC (Main)
Documentation Auto Delete Time	1 day

Document List

Document Name	Time Stored	🔍	📥	🗑	✎	➜
document3	2006/03/30 11:21	🔍		🗑	✎	➜
document2	2006/03/30 11:21	🔍		🗑	✎	➜
document1	2006/03/30 11:20	🔍		🗑	✎	➜
photo1	2006/03/30 11:17	🔍		🗑	✎	➜
photo2	2006/03/30 11:12	🔍		🗑	✎	➜

Box Detail Information

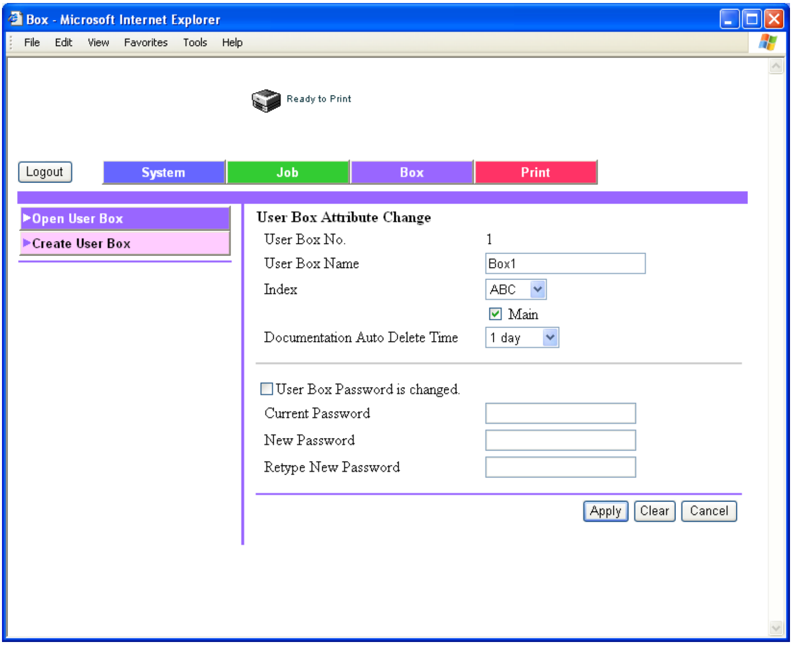
Item	Description
Refresh to the new information	Click 🔄 to display the most recent information.
User Box No.	Displays the number of the box.
User Box Name	Displays the name of the box.
Index	Displays the search characters for the box.
Documentation Auto Delete Time	Displays the length of time until documents are deleted from the box.
[User Box Setting] button	Click this button to specify basic box settings.
[Delete User Box] button	Click this button to delete the box.

Document List

Item	Description
Document Name	Displays the name of the document.
Time Stored	Displays the date/time that the document was registered.
🔍	Click this icon to display detailed information for the document.
📥	This item is not available with this machine.
🗑	Click this icon to delete the document.
✎	Click this icon to change the name of the document.
➡	Click this icon to move/copy the document to a different box.

Changing the Box Settings

To change the box settings, click [User Box Setting] in the Box Detail Information page.


Box - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Ready to Print
Logout
System
Job
Box
Print
▶Open User Box
▶Create User Box
Apply
Clear
Cancel

User Box Attribute Change

User Box No. 1

User Box Name Box1

Index ABC

☑ Main

Documentation Auto Delete Time 1 day

☐ User Box Password is changed.

Current Password

New Password

Retype New Password

When changing the box attributes, specify information for the following, and then click [Apply].

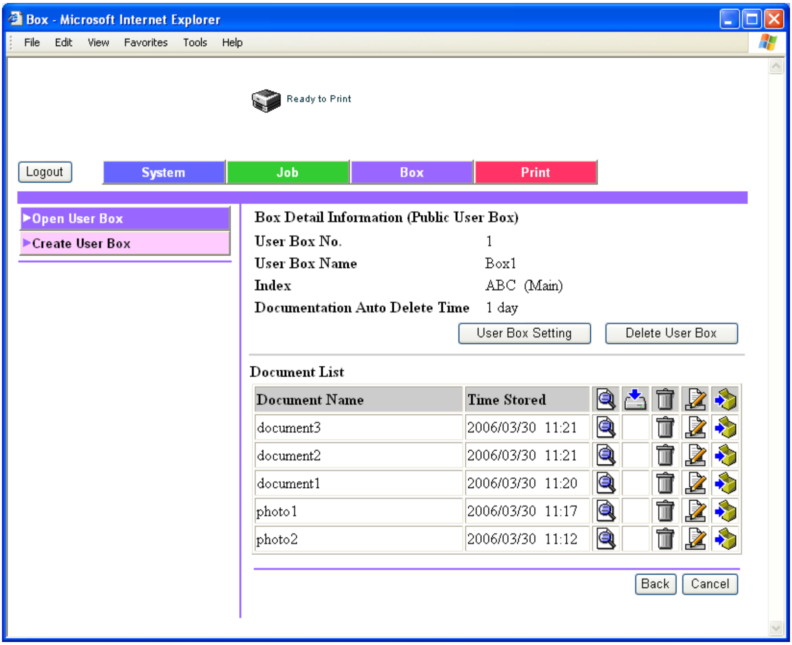
Item	Description
User Box No.	Displays the box number. This cannot be changed.
User Box Name	Type in a box name of a maximum of 20 characters.
Index	Type in the characters used for indexing. To add the box to the “Main” group, select the check box.
Documentation Auto Delete Time	Select the length of time that a document is stored in the box.
User Box Password is changed.	Select this check box to change the setting for confidential reception.
Current Password	Type in the current password of a maximum of 8 alphanumeric characters.
New Password	Type in the new password. Enter 8 or less numbers. The plus sign (+) and quotation mark (“) cannot be used.
Retype New Password	Type in the new password again for confirmation.

When logged on to Administrator mode, settings can be specified without the password being entered into the “Current Password” box.

Deleting a Box

The currently open box can be deleted.

1 In the Box Detail Information page, click [Delete User Box].


Box - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Ready to Print
Logout
System
Job
Box
Print
Open User Box
Create User Box
User Box Setting
Delete User Box
Back
Cancel

Box Detail Information (Public User Box)

User Box No. 1

User Box Name Box1

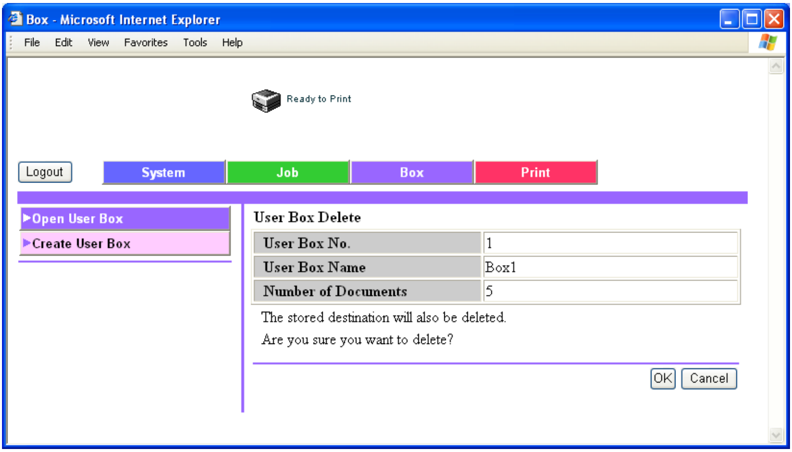
Index ABC (Main)

Documentation Auto Delete Time 1 day

Document List

Document Name	Time Stored
document3	2006/03/30 11:21
document2	2006/03/30 11:21
document1	2006/03/30 11:20
photo1	2006/03/30 11:17
photo2	2006/03/30 11:12

2 Check the displayed information, and then click [OK] to delete the box.


Box - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Ready to Print
Logout
System
Job
Box
Print
Open User Box
Create User Box
OK
Cancel

User Box Delete

User Box No.	1
User Box Name	Box1
Number of Documents	5

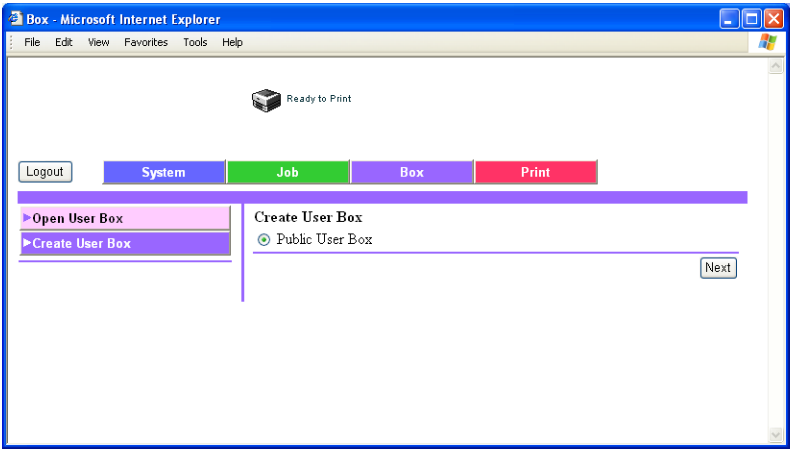
The stored destination will also be deleted.

Are you sure you want to delete?

Creating Boxes

New boxes can be created.

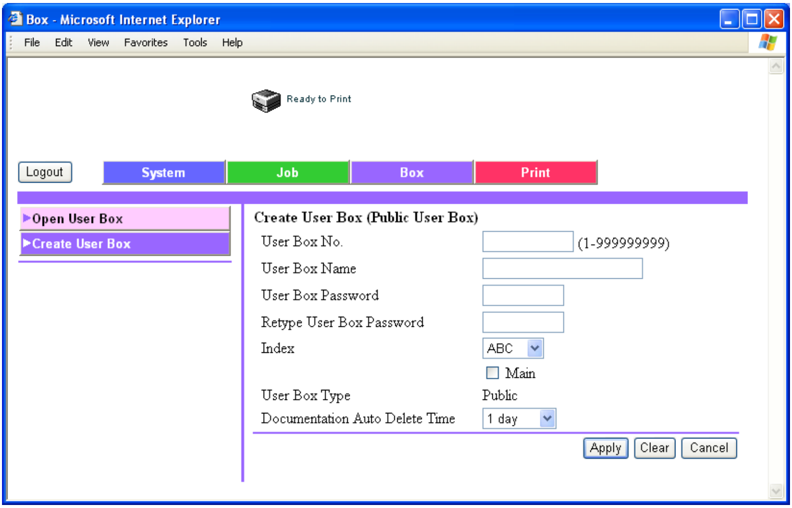
1 Select the type of box to be created, and then click [Next].


Box - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Ready to Print
Logout
System
Job
Box
Print
Open User Box
Create User Box
Next

Create User Box

● Public User Box

2 Specify the necessary settings, and then click [Apply].


Box - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Ready to Print
Logout
System
Job
Box
Print
Open User Box
Create User Box
Apply
Clear
Cancel

Create User Box (Public User Box)

User Box No.	(1-999999999)
User Box Name	
User Box Password	
Retype User Box Password	
Index	ABC ☐ Main
User Box Type	Public
Documentation Auto Delete Time	1 day

Item	Description
User Box No.	Type in a box number between 1 and 999,999,999. Up to 1,000 boxes can be created.
User Box Name	Type in a box name of a maximum of 20 characters.
User Box Password	Type in a password of a maximum of 8 alphanumeric characters. The plus sign (+) and quotation mark (“) cannot be used. If the password rules have been enabled on the machine, specify a password that contains 8 digits.
Retype User Box Password	Type in the password again for confirmation.
Index	Type in the characters used for indexing. To add the box to the “Main” group, select the check box.
User Box Type	Displays the box type.
Documentation Auto Delete Time	Select the length of time that a document is stored in the box.

9.3 Managing print jobs

Specifying job operations

Job operations can be specified for this machine by specifying settings in the printer driver.

Available job operations

Menus	Description
Secure Print	Type in an ID and password from the machine's control panel in order to print the document. (Up to 100 documents can be saved in this way.) If the password rules have been enabled on the machine, specify a password that contains 8 digits.
Save in User Box	The print document is saved in a box on the machine.
Save in User Box and Print	The document is printed at the same time that it is saved in a box.
Proof and Print	After printing a single copy of the document, the machine temporarily stops. Select this function in order to prevent misprints from occurring in large-volume print jobs.

Note

The secured printing and box functions are only available when a HDD is installed.

Reminder

Settings for these functions can be specified from the following printer drivers.

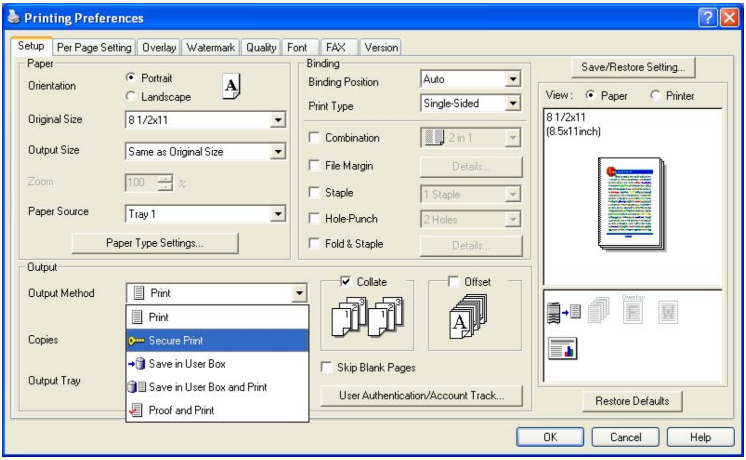
Konica Minolta PCL Printer Driver for Windows

Konica Minolta PostScript Printer Driver for Windows 2000/XP/Server 2003

Konica Minolta PPD Printer Driver for Mac OS X

Setting procedure

With Windows, select a function from the “Output Method” drop-down list on the Setup tab.


Printing Preferences
Setup
Per Page Setting
Overlay
Watermark
Quality
Font
FAX
Version
Paper
Binding
Save/Restore Setting...
Paper Type Settings...
Details...
Output
Collate
Offset
Skip Blank Pages
User Authentication/Account Track...
Overlay
Restore Defaults
OK
Cancel
Help
Print
Secure Print
Save in User Box
Save in User Box and Print
Proof and Print

Orientation: ● Portrait ○ Landscape

Original Size: 8 1/2x11

Output Size: Same as Original Size

Zoom: 100 %

Paper Source: Tray 1

Binding Position: Auto

Print Type: Single-Sided

☐ Combination: 2 in 1

☐ File Margin

☐ Staple: 1 Staple

☐ Hole-Punch: 2 Holes

☐ Fold & Staple

View: ● Paper ○ Printer

8 1/2x11
(8.5x11inch)

Output Method: Print

Copies

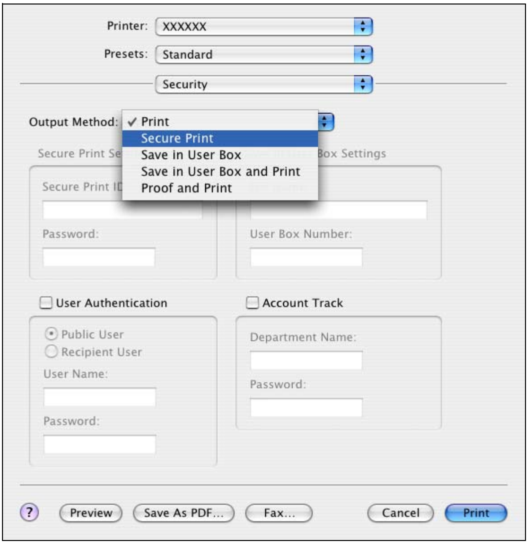
Output Tray

☑ Collate

☐ Offset

☐ Skip Blank Pages

With a Macintosh, select a function from the “Output Method” drop-down list, which is displayed after “Security” is selected.



Printer: XXXXXX

Presets: Standard

Security

Output Method: ✓ Print

Secure Print
Save in User Box
Save in User Box and Print
Proof and Print
Secure Print Se
Box Settings
Secure Print ID
Password:
User Box Number:
☐ User Authentication
● Public User
○ Recipient User
User Name:
Password:
☐ Account Track
Department Name:
Password:
?
Preview
Save As PDF…
Fax…
Cancel
Print

Storing jobs

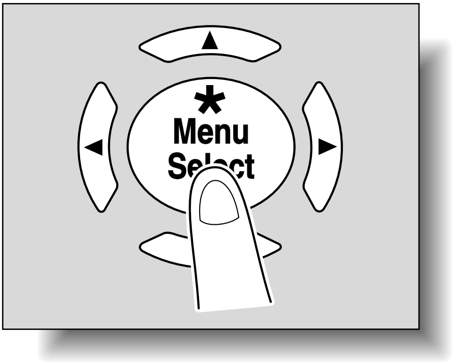
Depending on the function selected in the “Output Method” drop-down list of the printer driver, the print document may be stored on this machine as a print job.

In order to print a stored job, the job must be recalled using the “Job Operation” menu from the machine’s control panel.

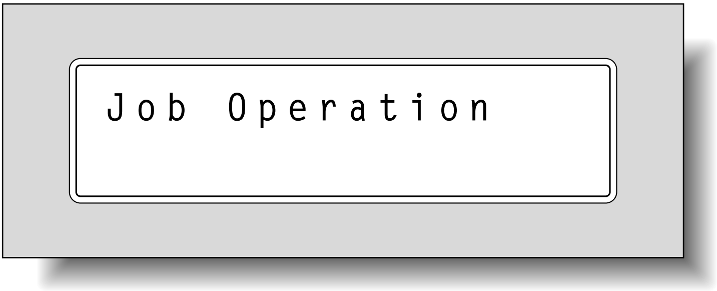
Recalling a job

1 Press the [Menu/Select] key.

The settings menu appears.



2 “Job Operation” appears.



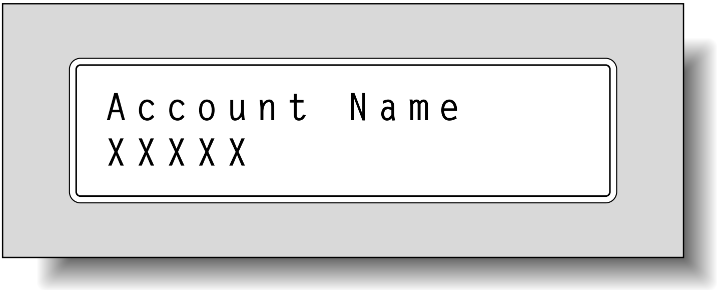
Job Operation

3 Press the [→] key.

- If account track settings have been specified on the machine, the screen for entering the account name appears. Continue with step 4 to enter the account name and password.
- If account track settings have not been specified, the “Job Operation” menu appears. Skip to step 6 to select the job.

4 Enter the account name, and then press the [Menu/Select] key.

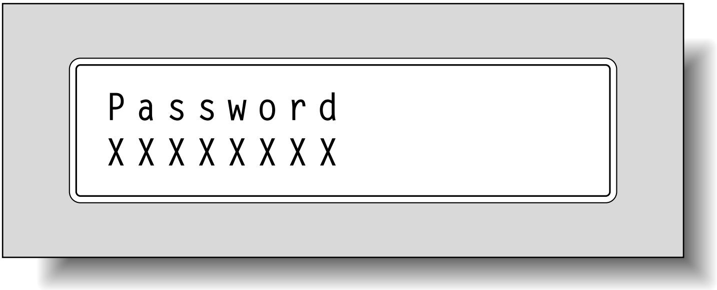
Enter the account name by pressing the [↑] and [↓] keys until the desired character appears and pressing the [→] key so that the next character can be entered.
When the [Menu/Select] key is pressed, the screen for entering the password appears.



Account Name
XXXXX

5 Enter the password, and then press the [Menu/Select] key.

Enter the password by pressing the [↑] and [↓] keys until the desired character appears and pressing the [→] key so that the next character can be entered.
When the [Menu/Select] key is pressed, the “Job Operation” menu appears.

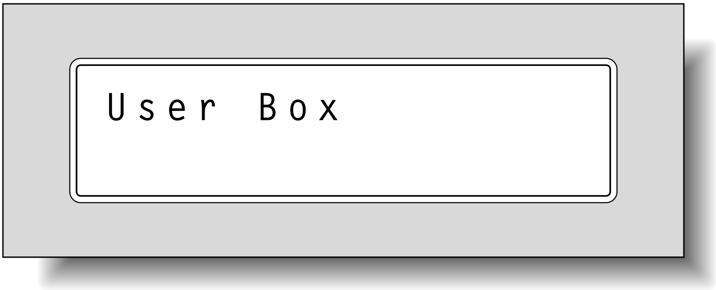


Password
XXXXXXXX

6 Press the [↑] and [↓] keys until the desired job appears.

- Secure Print: Select to print a document stored using the “Secure Print” function.
- User Box: Select to print a document stored using the “Save in User Box” or “Save in User Box and Print” function.

- Held Jobs: Select to print a document stored using the “Proof and Print” function or any other stored job.



User Box

7 Press the [Menu/Select] key.

- If “Secure Print” or “User Box” was selected, the screen for entering the ID and box number appears. Continue with step 8 to enter the appropriate information.
- If “Held Jobs” was selected, a screen for selecting the print range appears. Skip to step 10 to select the print range.

8 Enter the ID if “Secure Print” was selected or the box number if “User Box” was selected, and then press the [Menu/Select] key.

Enter the data by pressing the [↑] and [↓] keys until the desired character appears and pressing the [→] key so that the next character can be entered.
When the [Menu/Select] key is pressed, the screen for entering the password appears.

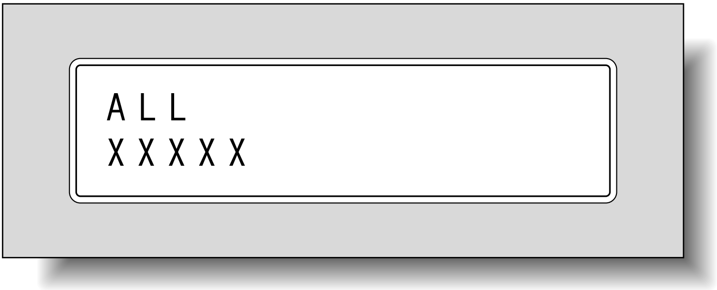
9 Enter the password, and then press the [Menu/Select] key.

Enter the password by pressing the [↑] and [↓] keys until the desired character appears and pressing the [→] key so that the next character can be entered.
When the [Menu/Select] key is pressed, the screen for selecting the print range appears.

10 To print, press the [Menu/Select] key.
The print confirmation screen appears.

- To specify the number of copies to be printed, press the [→] key, and then specify the desired number of copies in the screen that appears. If “ALL” was selected, the number of copies cannot be specified.

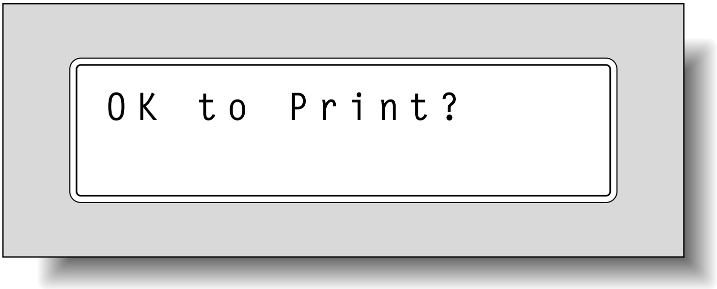
- To delete the job, press the [Cancel] key.



ALL
XXXXX

11 Press the [Menu/Select] key.

The document is printed.



OK to Print?

Printing when account track settings have been specified

If account track settings have been specified, the account code (access code) must be entered in order to print.

✎...

Reminder

If the entered access code is not registered with the account track settings of the machine or if account track settings have not been specified, an error will occur. Use the "Job Operation" menu from the machine's control panel to check the job.

These settings can be specified from the following printer drivers.

Konica Minolta PCL Printer Driver for Windows

Konica Minolta PostScript Printer Driver for Windows 2000/XP/Server 2003

Konica Minolta PPD Printer Driver for Mac OS X

✎...

Note

If the optional HDD is not installed, 100 accounts can be specified. If the optional HDD is installed, 1000 accounts can be managed.

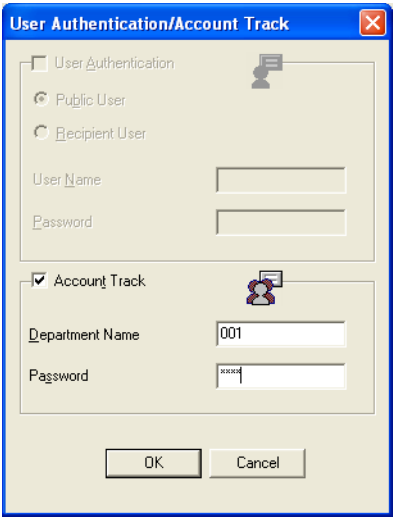
Setting procedure (for Windows)

1 Click the [Properties] or [Preferences] button in the Print dialog box to display the Printing Preferences dialog box.

2 Click the Setup tab.

3 Click the [User Authentication/Account Track] button.

4 Select the “Account Track” check box, and then type in the department name and password.


User Authentication/Account Track
☐ User Authentication
● Public User
○ Recipient User
User Name
Password
☑ Account Track
OK
Cancel

Department Name: 001

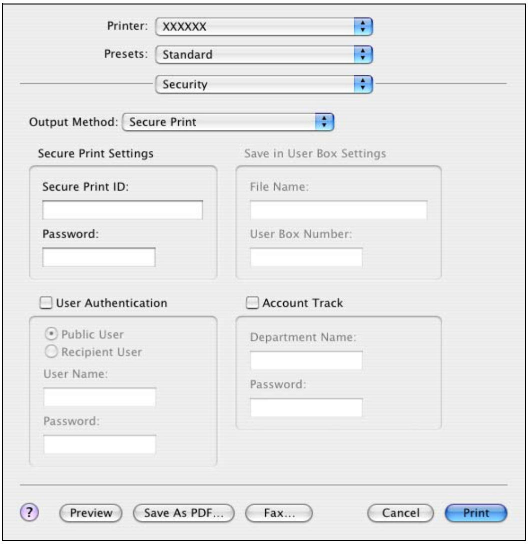
Password: ****

5 After specifying the settings, click the [OK] button to print the document.

- If the entered department name and password are accepted by the machine, the job is printed and added to the count for the specified account.

Setting procedure (for Mac OS X)

1. On the “File” menu, click “Print”.
2. Select “Security”.
3. Select the “Account Track” check box, and then type in the department name and password.



Printer: XXXXXX

Presets: Standard

Security

Output Method: Secure Print

Secure Print Settings
Secure Print ID:
Password:
Save in User Box Settings
File Name:
User Box Number:
☐ User Authentication
● Public User
○ Recipient User
User Name:
Password:
☐ Account Track
Department Name:
Password:
?
Preview
Save As PDF...
Fax...
Cancel
Print

4. Click the [Print] button to print the document.
   - If the entered department name and password are accepted by the machine, the job is printed and added to the count for the specified account.

Job operations in PageScope Web Connection

From PageScope Web Connection, the status of jobs being performed by this machine can be checked.

For details, refer to the following pages.

“Job tab” on page 9-9, page 9-13

9.4 Printing on Banner Paper

Paper up to 47-1/4 inch long can be loaded into the bypass tray and printed on using this machine with the appropriate setting specified from the control panel.

Loading banner paper and printing on it is referred to as “banner printing” throughout the manual.

Paper

Paper types

Paper Width	Paper Length	Paper Type
8-1/4 to 11-3/4 inch	18 to 47-1/4 inch	33-3/4 to 42-1/2 lb

...

Note

Feed only one sheet of paper at a time.

Printer Drivers and Supported Operating Systems

The following drivers are compatible with banner paper printing.

Page Description Language	Printer Driver	Supported Operating Systems
PCL (PCL XL)	Konica Minolta PCL Driver	Windows NT 4.0, Windows 2000 Professional, Windows XP Home Edition, Windows XP Professional, Windows Server 2003
PostScript 3 Emulation	Konica Minolta PostScript Driver	Windows NT 4.0, Windows 2000 Professional, Windows XP Home Edition, Windows XP Professional, and Windows Server 2003

Specifying Printer Driver Settings

The paper sizes to be printed are preregistered as Custom Size.

To specify printer driver settings

1. Click the Setup tab.

2. From the “Original Size” or “Output Size” drop-down lists, select “Custom Size Settings”.

   The Custom Size Settings dialog box appears.

3 Specify settings for the following:
   - List of Custom Sizes: Select the size for the custom size being set. (Konica Minolta PCL driver only)
   - Custom Size Name: Input the name of the custom size being registered. (Konica Minolta PCL driver only)
   - Size: Specify the width and length of the custom size according to the selected measurement units.

4 Click the [OK] button.

5 When printing, select the Custom Size that was registered from the “Original Size” and “Output Size” drop-down lists on the Setup tab.

Note

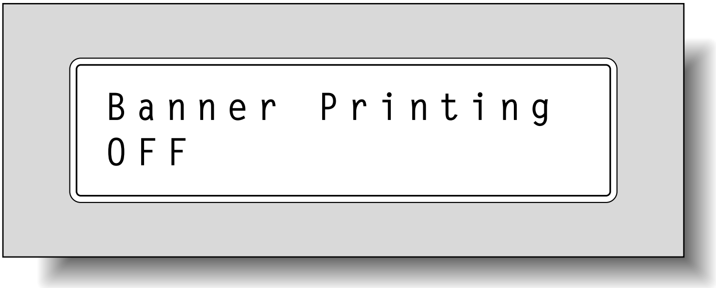
For the Konica Minolta PCL driver, the custom size settings can only be specified from the printer driver setup dialog box, which can be displayed from the Printers window (for Windows XP/Server 2003,Printers and Faxes window).

Printing

To print

1 Press the [Menu/Select] key in the control panel.

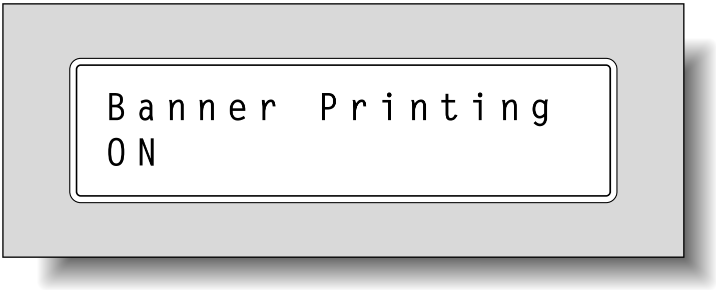
2 Press the [↓] key until “Banner Print OFF” is displayed.



Banner Printing
OFF

3 Press the [Menu/Select] key.

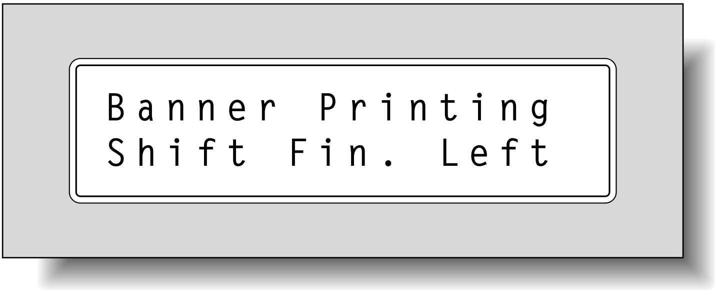
4 Press the [↑] or [↓] key to select “ON”, and then press the [Menu/Select] key.



```
Banner Printing
ON
```

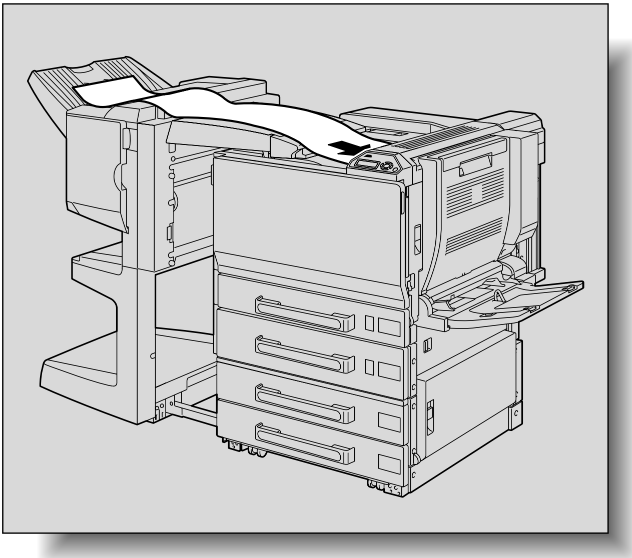
5 If the following message appears in the control panel, reposition the finisher.

- If the finisher is not installed, continue with step 7.



```
Banner Printing
Shift Fin. Left
```

6 Place the paper to be printed on over the finisher and output tray.



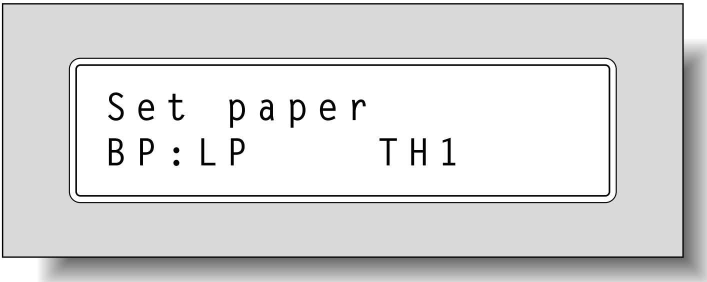
7 From the computer, select the job to be printed, and then click “Print” on the “File” menu.

8 Specify the desired settings, and then click the [OK] button.

9 Open the bypass tray.

10 With the side to be printed on facing down, insert the paper as much as possible into the feed slot.

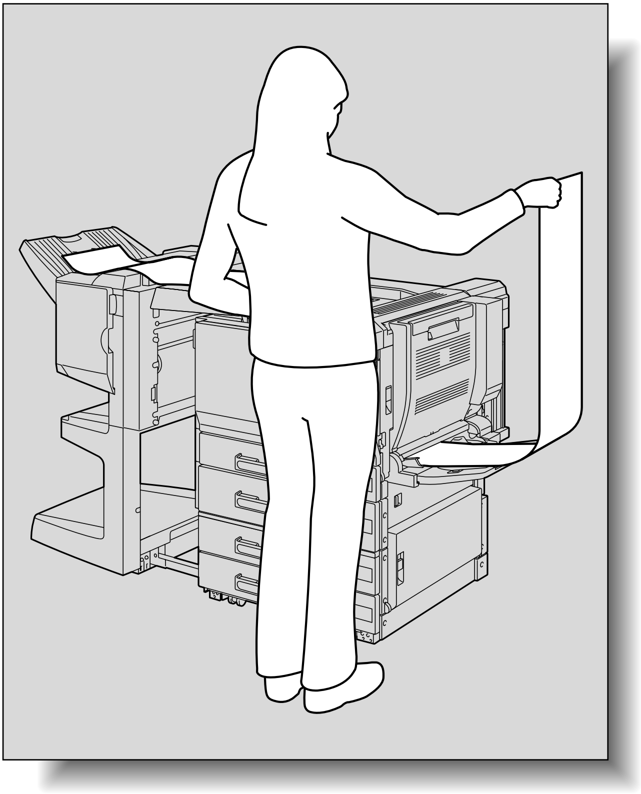
- Before loading the paper, check that the following message appears in the control panel.



```
Set paper
BP:LP    TH1
```

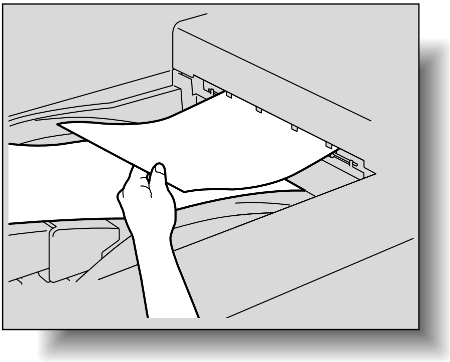
11 Slide the lateral guides to fit the size of paper being loaded.

- Load only one sheet of paper at a time.
- Print while supporting the loaded paper with your hands.

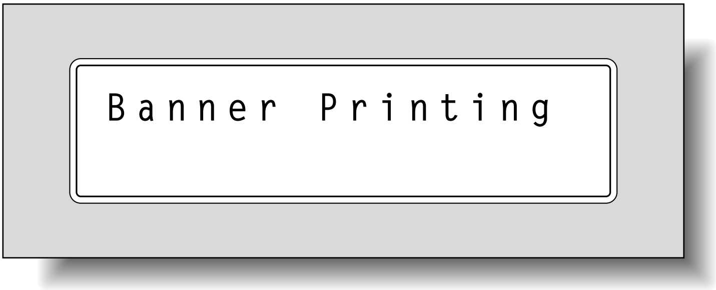


12 Press the [Menu/Select] key.
Printing begins.

- The end of the printed paper will be fed into the top of the finisher.
- To continue printing, repeat steps 10 through 12.



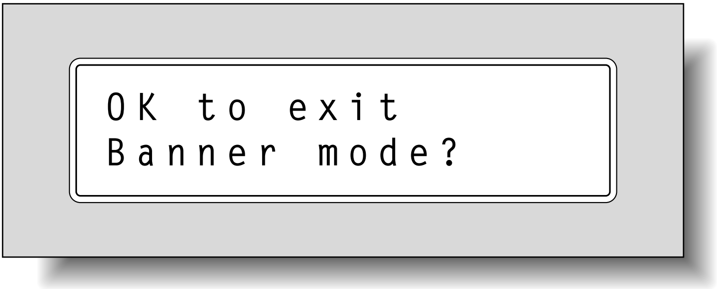
13 When printing is finished, press the [Cancel] key.



```
Banner Printing
```

14 Press the [Menu/Select] key.

- If the finisher is installed, return it to its original position.



```
OK to exit
Banner mode?
```

10

Appendix

10 Appendix

10.1 Specifications

bizhub C250P

Specifications	
Type	Freestanding printer
Photoconductor	OPC
Developing system	HMT developing method (HMT-OR)
Fusing system	Roller fixing
Paper	Plain paper (17 to 24 lb), thick paper 1 (24-1/4 to 40 lb)*, thick paper 2 (40-1/4 to 55-1/2 lb)*, thick paper 3 (55-3/4 to 68 lb)* overhead projector transparencies*, letterheads, colored paper, envelopes*, label sheets*, banner paper (33-3/4 lb to 42-1/2 lb)** * Can only be fed through the Tray 1 or the bypass tray ** Can only be fed through the bypass tray
Print sizes	Tray 1: 11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯, 12-1/4 × 18 ▭ (A3 Wide), A3 ▭ to B6 ▭, A6 ▭, 8 × 13 ▭[*1] Width: 3-1/2 to 12-1/4; Length: 5-1/2 to 18 Tray 2: A3 ▭ to B5 ▭/▯, 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ Bypass tray: 11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯, 12-1/4 × 18 ▭ (A3 Wide), Banner paper, A3 ▭ to B6 ▭, A6 ▭, 8 × 13 ▭[*1] Width: 3-1/2 to 12-1/4; Length: 5-1/2 to 18 Banner paper — Width: 8-1/4 to 11-3/4; Length: 18 to 47-1/4
Paper tray capacity	Tray 1: Plain paper: 250 sheets Thick paper 1/2/3, overhead projector transparencies, label sheets, envelopes: 20 sheets or less Tray 2: Plain paper: 500 sheets Bypass tray: Plain paper: 100 sheets Thick paper 1/2/3, overhead projector transparencies, label sheets envelopes: 10 sheets or less, banner paper: 1 sheet
Print exit tray capacity	Plain paper: 350 sheets; Thick paper: 20 sheets; Overhead projector transparencies: 1 sheet
Warm-up time	Less than 110 seconds (at room temperature (73.4°F))
Image loss width	Leading edge: 3/16; Trailing edge: 3/16; Rear edge: 3/16; Front edge: 3/16
RAM	512 MB
Hard Disk (Option)	40 GB

Specifications		
Interface		Standard: Ethernet (10Base-T or 100Base-TX) Optional: USB 1.1, USB 2.0, or IEEE 1284
Frame Type		Ethernet 802.2 Ethernet 802.3 Ethernet II Ethernet SNAP
Supported Protocols		TCP/IP IPX/SPX NetBEUI AppleTalk (EtherTalk)
Print Speed		25 pages/minute (color/monochrome, 8-1/2 × 11 ▯ paper, and simplex) 23 pages/minute (color/monochrome, 8-1/2 × 11 ▯ paper, and duplex)
First Print Time		11.7 seconds or less (color and 8-1/2 × 11 paper) 8.4 seconds or less (monochrome and 8-1/2 × 11 paper)
Printer Language		PCL5e/c Emulation PCL6 (XL 2.1) Emulation PostScript 3 Emulation (3011)
Operating Environment Conditions		Temperature 50 to 86°F Humidity 15—85% RH
Resolution	Data Processing	600 × 600 dpi
	Printing	600 × 1800 dpi (equivalent)
Supported Paper Sizes		Maximum Standard Size
Printer Fonts		PCL Latin 80 Fonts Postscript 3 Emulation Latin 136 Fonts
Compatible Computers		IBM PC or compatible, and Macintosh (Power PC, Intel Processor)
Supported Operating Systems	Server	Windows NT 4.0, Windows 2000, or Windows Server 2003
	Client	Windows 98SE, Windows Me, Windows 2000, Windows XP, or Windows NT 4.0 (Service Pack 6a) MacOS 9.2 or later or MacOS X 10.2, 10.3 or 10.4
Printer Driver		PCL6: • Windows 98SE or Windows Me Printer Driver • Windows 2000, Windows XP, or Windows Server 2003 Printer Driver • Windows NT 4.0 Printer Driver PS3: • Windows 98SE or Windows Me PPD File • Windows NT 4.0 Printer Driver • Windows 2000 Printer Driver • Windows XP (Home/Professional) Printer Driver • Windows Server 2003 Printer Driver • Windows XP Professional x64 Printer Driver • Windows Server 2003 x64 Printer Driver • MacOS 9.2 PPD File • MacOS 10.2 Printer Driver • MacOS 10.3 or 10.4 Printer Driver

Specifications	
Utility	PageScope Web Connection Web Browsers: Microsoft Internet Explorer 6 or later recommended (JavaScript enabled, Cookies enabled) Microsoft XML Parser MSXML3.X must be installed when using Internet Explorer 5.5. Netscape Navigator 7.02 or later (JavaScript enabled, Cookies enabled) Macromedia® Flash® (If “Flash” is selected in View Mode, version 7.0 or later plugin is required.)
Power requirements	120-127 V, 12 A, 50-60 Hz
Power consumption	Less than 1,500 W
Dimensions	25-3/4 (W) × 28 (D) × 23-1/3 (H)
Space requirements[*2]	72-3/4 (W) × 45-1/4 (D)
Weight	Approx. 168 lb

[*1] There are five Foolscap sizes: 220 mm × 330 mm, 8-1/2 × 13 ◲, 8-1/4 × 13 ◲, 8-1/8 × 13-1/4 ◲ and 8 × 13 ◲. Any one of these sizes can be selected. For details, contact the technical representative.

[*2] The indicated space requirements represent the space required to open the paper trays, to pull away the finisher and to fully extend the bypass tray.

In order to incorporate improvements, these product specifications are subject to change without notice.

Option specifications

Automatic Duplex Unit AD-503

Specifications	
Paper types	Plain paper (17 to 24 lb), thick paper 1 (24-1/4 to 40 lb), thick paper 2 (40-1/4 to 55-1/2 lb), thick paper 3 (55-3/4 to 68 lb)
Paper sizes	11 × 17 ▭ to 7-1/4 × 10-1/2 ▭, 12-1/4 × 18 ▭ (A3 Wide) Width: 5-1/2 to 12-1/4; Length: 5-3/4 to 18
Power requirements	Supplied from main unit
Power consumption	Less than 17 W
Dimensions	4-1/4 (W) ×17-1/4 (D) × 13-1/2 (H)
Weight	Approx. 6-1/2 lb

Paper Feed Cabinet PC-103

Specifications	
Paper types	Plain paper (16 to 24 lb)
Paper sizes	11 × 17 ▭ to 8-1/2 × 11 ▭/▯, A3 ▭ to B5 ▭/▯
Tray paper capacity	Tray 3: 500 sheets (21-1/4 lb)
Power requirements	Supplied from main unit
Power consumption	Less than 15 W
Dimensions	22-1/2 (W) × 21-1/2 (D) × 10-1/4 (H)
Weight	Approx. 52-3/4 lb
Unit structure	1 paper tray

Paper Feed Cabinet PC-203

Specifications	
Paper types	Plain paper (16 to 24 lb)
Paper sizes	11 × 17 ▭ to 8-1/2 × 11 ▭/▯, A3 ▭ to B5 ▭/▯
Tray paper capacity	Upper tray (Tray 3): 500 sheets (21-1/4 lb) Lower tray (Tray 4): 500 sheets (21-1/4 lb)
Power requirements	Supplied from main unit
Power consumption	Less than 15 W
Dimensions	22-1/2 (W) × 21-1/2 (D) × 10-1/4 (H)
Weight	Approx. 61-3/4 lb

Specifications	
Unit structure	2 paper trays

Paper Feed Cabinet PC-403

Specifications	
Paper types	Plain paper (16 to 24 lb)
Paper sizes	8-1/2 × 11 ▯
Tray paper capacity	2,500 sheets (21-1/4 lb)
Power requirements	Supplied from main unit
Power consumption	Less than 45 W
Dimensions	22-1/2 (W) × 21-1/2 (D) × 10-1/4 (H)
Weight	Approx. 61-3/4 lb

Finisher FS-603

Specifications	
Exit trays	Exit tray 1, exit tray 2
Settings	Normal settings: “Group”, “Sort”, “Offset/Group”, “Offset/Sort”, “Offset/Staple”, and “Saddle Staple”
Paper types	Exit tray 1: “Group/Sort” setting: Plain paper (16 to 24 lb), thick paper 1 (24-1/4 to 40 lb), thick paper 2 (40-1/4 to 55-1/2 lb), thick paper 3 (55-3/4 to 68 lb), envelopes, overhead projector transparencies, label sheets “Offset/Sort” setting, “Offset/Group” setting: Plain paper (16 to 24 lb) Staple: Plain paper (16 to 24 lb) Exit tray 2: Plain paper (16 to 24 lb)
Paper sizes	Exit tray 1: “Group” setting: 11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯, 12-1/4 × 18 ▭ (A3 Wide) “Sort” setting: 11 × 17 ▭ to 5-1/2 × 8-1/2 ▯ “Staple” setting: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ Exit tray 2: 11 × 17 ▭, 8-1/2 × 11 ▭
Paper capacity	Exit tray 1: Plain paper (16 to 24 lb): 1,000 sheets of 8-1/2 × 11 ▭-size paper or smaller, or 500 sheets of 8-1/2 × 14 ▭-size paper or larger Thick paper 1 (24-1/4 to 40 lb), thick paper 2 (40-1/4 to 55-1/2 lb), thick paper 3 (55-3/4 to 68 lb), envelopes, overhead projector transparencies, label sheets: 20 sheets Exit tray 2: 10 copies (6 to 15 bound pages)* 20 copies (2 to 5 bound pages)
Amount of shift	13/16

Specifications	
Staple settings	Exit tray 1: Paper sizes (no. of bound pages): 8-1/2 × 11▭/▯ (2 to 50 pages), 11 × 17 ▭, 8-1/2 × 14 ▭ (2 to 25 pages) Exit tray 2: Paper sizes (no. of bound pages): 11 × 17 ▭, 8-1/2 × 11 ▭ (2 to 15 pages)
Power requirements	Supplied from main unit
Power consumption	Less than 65 W
Dimensions	23-1/4 (W) × 23-3/4 (D) × 38-3/4 (H)
Weight	Approx. 92-1/2 lb (including the horizontal transport unit)
Consumables	Staples MS-5D (5,000 staples for stapling 50 sheets) × 1

* The number of pages that can be bound together differs depending on the paper weight. If 17 lb paper is used, 6 to 15 pages can be bound together. If 21-1/4 lb paper is used, 6 to 10 pages can be bound together.

Punch Kit PK-501

Specifications	
Number of punched holes	2, 3
Paper types	Plain paper (16 to 14 lb), thick paper 1 (24-1/4 to 40 lb), thick paper 2 (40-1/4 to 55-1/2 lb)
Paper sizes	2-hole: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ 3-hole: 11 × 17 ▭, 8-1/2 × 11 ▯
Power requirements	Supplied from finisher
Dimensions	3-1/2 (W) × 22 (D) × 6-3/4 (H)
Weight	Approx. 6-1/2 lb

Finisher FS-501

Specifications	
Exit trays	Exit tray 1, exit tray 2
Settings	“Sort”, “Group”, “Offset/Sort”, “Offset/Group”, and Staple settings
Paper types	Exit tray 1: “Group” setting: Plain paper (16 to 24 lb), thick paper 1 (24-1/4 to 40 lb), thick paper 2 (40-1/4 to 55-1/2 lb), thick paper 3 (55-3/4 to 68 lb), overhead projector transparencies, postcards, envelopes, label sheets Exit tray 2: “Sort”, “Group”, “Offset/Sort”, “Offset/Group” settings: Plain paper (16 to 24 lb), thick paper 1 (24-1/4 to 40 lb), thick paper 2 (40-1/4 to 55-1/2 lb) Staple settings: Plain paper (16 to 24 lb)
Paper sizes	Exit tray 1: 11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯ 12-1/4 × 18 (A3 wide) Exit tray 2: 11 × 17 ▭ to 7-1/4 × 10-1/2 ▭/▯ 12-1/4 × 18 (A3 wide)
Paper capacity	Exit tray 1: Plain paper (16 to 24 lb): 250 sheets Thick paper 1/2/3 (24-1/4 to 68 lb), overhead projector transparencies, envelopes, label sheets, postcards: 20 sheets Exit tray 2: Plain paper (21-1/4 lb): 1,000 sheets of 8-1/2 × 11 ▭ or smaller, or 500 sheets of 8-1/2 × 14 ▭ or larger
Amount of shift	1-3/16
Staple settings	Paper sizes (no. of bound pages): 11 × 17 ▭ to 7-1/4 × 10-1/2 ▭/▯ (2 to 30 sheets)
Power requirements	Supplied from main unit
Power consumption	Less than 63 W
Dimensions	21-1/4 (W) × 25 (D) × 38-1/2 (H)
Weight	Approx. 83-3/4 lb (including the horizontal transport unit)
Consumables	Staples MS-3C (3,000 staples for stapling 30 sheets) × 1

Job Separator JS-601

Specifications	
Exit trays	Exit tray 3:
Paper types	Plain paper (16 to 24 lb)
Paper sizes	11 × 17 ▭ to 5-1/2 × 8-1/2 ▭
Paper capacity	100 sheets
Dimensions	13-1/2 (W) × 20-3/4 (D) × 5-3/4 (H)
Weight	Approx. 4-1/2 lb

Finisher FS-514

Specifications	
Finishing trays	Finishing tray 1, finishing tray 2
Feed settings	“Sort”, “Group”, “Sort”/“Offset”, “Group”/“Offset”, and “Sort” and Staple
Paper types	Finishing tray 1, finishing tray 2: Normal paper (13-1/4 to 24 lb) Thick paper (24-1/4 to 68 lb), OHP transparencies, postcards, envelopes, label sheets, letterheads Punch settings: Normal paper (13-1/4 to 55-1/2 lb) Staple settings: Normal paper (13-1/4 to 24 lb), thick paper (24-1/4 to 32 lb)* * “Cover Mode” function: Thick paper (24-1/4 to 55-1/2 lb)
Paper sizes	11 × 17 ▭, 8-1/2 × 11 ▭/▯, 5-1/2 × 8-1/2 ▭/▯, 12-1/4 × 18 ▭ (A3 Wide ▭)
Paper capacity	Output tray 1: Normal paper (13-1/4 to 24 lb): 200 sheets Thick paper (24-1/4 to 68 lb), OHP transparencies, postcards, envelopes, or label sheets, letterheads: 20 sheets Output tray 2: Normal paper (13-1/4 to 24 lb): 1,000 sheets of 8-1/2 × 11 ▭ or smaller, or 500 sheets of 8-1/2 × 14 ▭ or larger Thick paper (24-1/4 to 68 lb), OHP transparencies, postcards, envelopes, or label sheets, letterheads: 20 sheets
Amount of shift	1-1/4
Staple settings	Paper sizes (no. of bound pages): 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ (2 to 50 sheets)
Punch settings	Paper sizes: 2-hole: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ 3-hole: 11 × 17 ▭, 8-1/2 × 11 ▯ Number of punched holes: 2, 3
Power requirements	Supplied from main unit
Power consumption	Less than 66 W
Dimensions	13-3/4 (W) × 18-1/2 (D) × 22-1/2 (H) When the tray is pulled out: 17-1/4 (W)
Weight	73-1/4 lb
Consumables	Staples SK-602 (containing 5,000 staples) × 1

Punch kit PK-510

Specifications	
Punched holes	2, 3
Paper types	Normal paper (13-1/4 to 55-1/2 lb)
Paper sizes	2-hole: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯ 3-hole: 11 × 17 ▭, 8-1/2 × 11 ▯
Power requirements	Supplied from finisher

Specifications	
Dimensions	4-1/2 (W) × 18-1/4 (D) × 4-1/4 (H)
Weight	Approx. 4-1/4 lb

Saddle stitcher SD-503

Specifications	
Number of bins	1 bin
Paper types	Normal paper (13-1/4 to 24 lb), thick paper (24-1/4 to 55-1/2 lb)
Paper sizes	11 × 17 ▭, 8-1/2 × 11 ▭
Paper capacity	Normal paper (13-1/4 to 24 lb): Maximum 200 sheets or 20 sets
Staple settings	Number of bound pages: 2 to 15 sheets
Dimensions	17-1/2 (W) × 8 (D) × 18-3/4 (H) When the tray is pulled out: 22-3/4 (W) × 11 (D)
Weight	16-1/4 lb
Consumables	MS-2C cartridge (for 2,000) × 1
Power requirements	Supplied from finisher

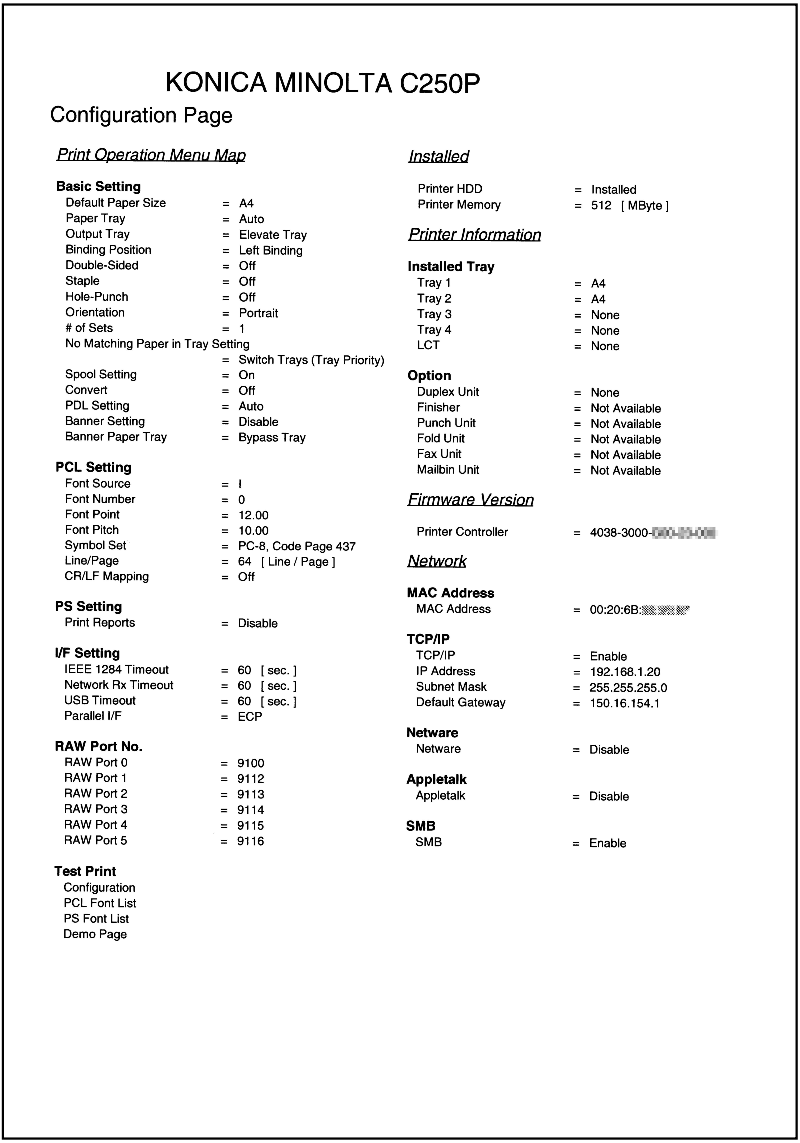
Output tray OT-601

Specifications	
Number of bins	1 bin
Paper capacity	Normal paper (13-1/4 to 24 lb): Maximum 200 sheets Thick paper (24-1/4 to 68 lb), postcards, envelopes, OHP, or label sheets, letterheads: Maximum 20 sheets
Dimensions	11 (W) × 14-1/2 (D) × 2-1/4 (H)
Weight	1-1/2 lb

Mailbin kit MT-501

Specifications	
Number of bins	4 bins
Paper types	Normal paper (13-1/4 to 24 lb)
Paper sizes	8-1/2 × 11 ▯, 5-1/2 × 8-1/2 ▭
Paper capacity	Maximum 125 sheets per bin
Dimensions	13-1/2 (W) × 20 (D) × 15-1/4 (H)
Weight	Approx. 17-1/2 lb (unit weight)
Power requirements	Supplied from finisher

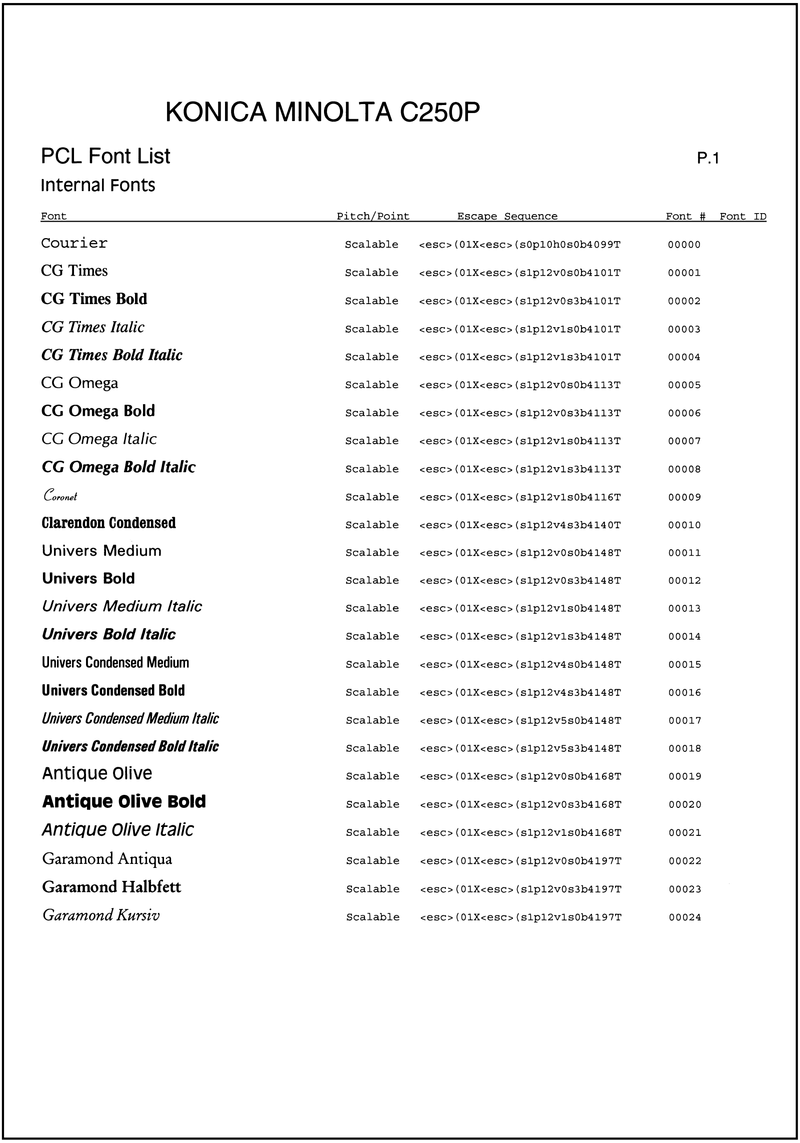
10.2 Configuration page



```
KONICA MINOLTA C250P
Configuration Page

Print Operation Menu Map

Basic Setting
  Default Paper Size       =  A4
  Paper Tray               =  Auto
  Output Tray              =  Elevate Tray
  Binding Position         =  Left Binding
  Double-Sided             =  Off
  Staple                   =  Off
  Hole-Punch               =  Off
  Orientation              =  Portrait
  # of Sets                =  1
  No Matching Paper in Tray Setting
                           =  Switch Trays (Tray Priority)
  Spool Setting            =  On
  Convert                  =  Off
  PDL Setting              =  Auto
  Banner Setting           =  Disable
  Banner Paper Tray        =  Bypass Tray

PCL Setting
  Font Source              =  I
  Font Number              =  0
  Font Point               =  12.00
  Font Pitch               =  10.00
  Symbol Set               =  PC-8, Code Page 437
  Line/Page                =  64   [ Line / Page ]
  CR/LF Mapping            =  Off

PS Setting
  Print Reports            =  Disable

I/F Setting
  IEEE 1284 Timeout        =  60   [ sec. ]
  Network Rx Timeout       =  60   [ sec. ]
  USB Timeout              =  60   [ sec. ]
  Parallel I/F             =  ECP

RAW Port No.
  RAW Port 0               =  9100
  RAW Port 1               =  9112
  RAW Port 2               =  9113
  RAW Port 3               =  9114
  RAW Port 4               =  9115
  RAW Port 5               =  9116

Test Print
  Configuration
  PCL Font List
  PS Font List
  Demo Page

Installed

  Printer HDD              =  Installed
  Printer Memory           =  512   [ MByte ]

Printer Information

Installed Tray
  Tray 1                   =  A4
  Tray 2                   =  A4
  Tray 3                   =  None
  Tray 4                   =  None
  LCT                      =  None

Option
  Duplex Unit              =  None
  Finisher                 =  Not Available
  Punch Unit               =  Not Available
  Fold Unit                =  Not Available
  Fax Unit                 =  Not Available
  Mailbin Unit             =  Not Available

Firmware Version

  Printer Controller       =  4038-3000-[redacted]

Network

MAC Address
  MAC Address              =  00:20:6B:[redacted]

TCP/IP
  TCP/IP                   =  Enable
  IP Address               =  192.168.1.20
  Subnet Mask              =  255.255.255.0
  Default Gateway          =  150.16.154.1

Netware
  Netware                  =  Disable

Appletalk
  Appletalk                =  Disable

SMB
  SMB                      =  Enable
```

10.3 Font list

PCL font list



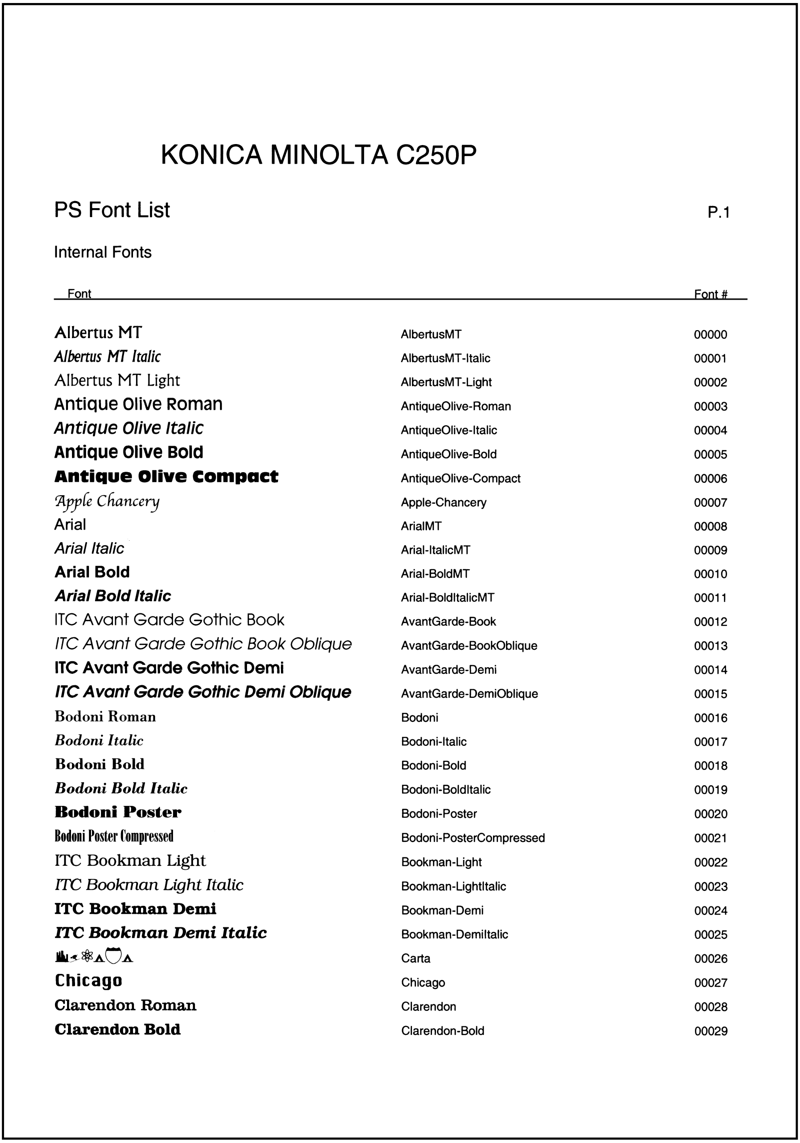
KONICA MINOLTA C250P

PCL Font List P.1

Internal Fonts

Font	Pitch/Point	Escape Sequence	Font #	Font ID
Courier	Scalable	<esc>(01X<esc>(s0p10h0s0b4099T	00000	
CG Times	Scalable	<esc>(01X<esc>(s1p12v0s0b4101T	00001	
CG Times Bold	Scalable	<esc>(01X<esc>(s1p12v0s3b4101T	00002	
CG Times Italic	Scalable	<esc>(01X<esc>(s1p12v1s0b4101T	00003	
CG Times Bold Italic	Scalable	<esc>(01X<esc>(s1p12v1s3b4101T	00004	
CG Omega	Scalable	<esc>(01X<esc>(s1p12v0s0b4113T	00005	
CG Omega Bold	Scalable	<esc>(01X<esc>(s1p12v0s3b4113T	00006	
CG Omega Italic	Scalable	<esc>(01X<esc>(s1p12v1s0b4113T	00007	
CG Omega Bold Italic	Scalable	<esc>(01X<esc>(s1p12v1s3b4113T	00008	
Coronet	Scalable	<esc>(01X<esc>(s1p12v1s0b4116T	00009	
Clarendon Condensed	Scalable	<esc>(01X<esc>(s1p12v4s3b4140T	00010	
Univers Medium	Scalable	<esc>(01X<esc>(s1p12v0s0b4148T	00011	
Univers Bold	Scalable	<esc>(01X<esc>(s1p12v0s3b4148T	00012	
Univers Medium Italic	Scalable	<esc>(01X<esc>(s1p12v1s0b4148T	00013	
Univers Bold Italic	Scalable	<esc>(01X<esc>(s1p12v1s3b4148T	00014	
Univers Condensed Medium	Scalable	<esc>(01X<esc>(s1p12v4s0b4148T	00015	
Univers Condensed Bold	Scalable	<esc>(01X<esc>(s1p12v4s3b4148T	00016	
Univers Condensed Medium Italic	Scalable	<esc>(01X<esc>(s1p12v5s0b4148T	00017	
Univers Condensed Bold Italic	Scalable	<esc>(01X<esc>(s1p12v5s3b4148T	00018	
Antique Olive	Scalable	<esc>(01X<esc>(s1p12v0s0b4168T	00019	
Antique Olive Bold	Scalable	<esc>(01X<esc>(s1p12v0s3b4168T	00020	
Antique Olive Italic	Scalable	<esc>(01X<esc>(s1p12v1s0b4168T	00021	
Garamond Antiqua	Scalable	<esc>(01X<esc>(s1p12v0s0b4197T	00022	
Garamond Halbfett	Scalable	<esc>(01X<esc>(s1p12v0s3b4197T	00023	
Garamond Kursiv	Scalable	<esc>(01X<esc>(s1p12v1s0b4197T	00024	

PS font list



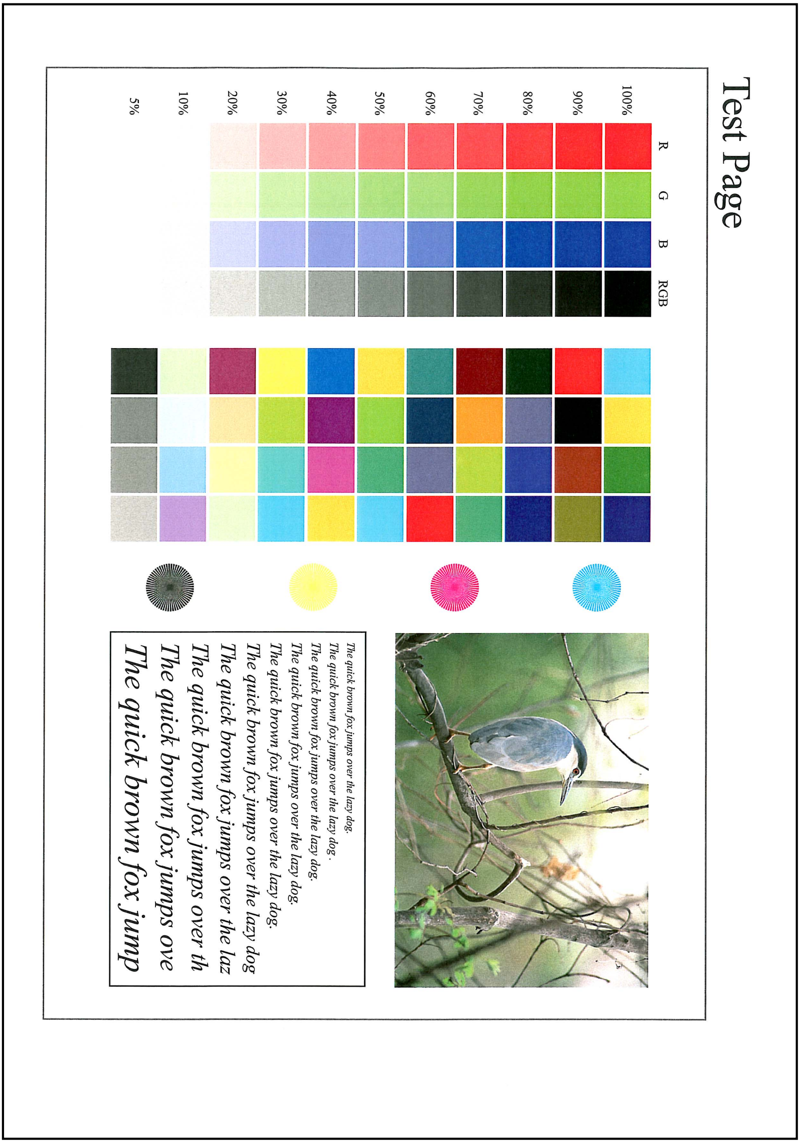
KONICA MINOLTA C250P

PS Font List P.1

Internal Fonts

Font		Font #
Albertus MT	AlbertusMT	00000
Albertus MT Italic	AlbertusMT-Italic	00001
Albertus MT Light	AlbertusMT-Light	00002
Antique Olive Roman	AntiqueOlive-Roman	00003
Antique Olive Italic	AntiqueOlive-Italic	00004
Antique Olive Bold	AntiqueOlive-Bold	00005
Antique Olive Compact	AntiqueOlive-Compact	00006
Apple Chancery	Apple-Chancery	00007
Arial	ArialMT	00008
Arial Italic	Arial-ItalicMT	00009
Arial Bold	Arial-BoldMT	00010
Arial Bold Italic	Arial-BoldItalicMT	00011
ITC Avant Garde Gothic Book	AvantGarde-Book	00012
ITC Avant Garde Gothic Book Oblique	AvantGarde-BookOblique	00013
ITC Avant Garde Gothic Demi	AvantGarde-Demi	00014
ITC Avant Garde Gothic Demi Oblique	AvantGarde-DemiOblique	00015
Bodoni Roman	Bodoni	00016
Bodoni Italic	Bodoni-Italic	00017
Bodoni Bold	Bodoni-Bold	00018
Bodoni Bold Italic	Bodoni-BoldItalic	00019
Bodoni Poster	Bodoni-Poster	00020
Bodoni Poster Compressed	Bodoni-PosterCompressed	00021
ITC Bookman Light	Bookman-Light	00022
ITC Bookman Light Italic	Bookman-LightItalic	00023
ITC Bookman Demi	Bookman-Demi	00024
ITC Bookman Demi Italic	Bookman-DemiItalic	00025
	Carta	00026
Chicago	Chicago	00027
Clarendon Roman	Clarendon	00028
Clarendon Bold	Clarendon-Bold	00029

10.4 Test page



Test Page

The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog .
The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog
The quick brown fox jumps over the laz
The quick brown fox jumps over th
The quick brown fox jumps ove
The quick brown fox jump

10.5 Glossary

Glossary

Term	Definition
10Base-T/100Base-TX/ 1000Base-T	An Ethernet standard, which is a cable consisting of twisted copper wire pairs. The transmission speed of 10Base-T is 10 Mbps, of 100Base-TX is 100 Mbps, and of 1000Base-T is 1000 Mbps.
AppleTalk	A generic name for the protocol suite developed by Apple Computer for computer networking
APS	“Auto Paper Select” setting
ATS	Automatic paper-tray-switching feature (ATS=Auto tray Switch)
bit	Abbreviation for Binary Digit. The smallest unit of information (data quantity) on a computer or printer. Displays data using 0 or 1.
BMP	Abbreviation for Bitmap. A file format for saving image data which uses the .bmp extension. Commonly used on Windows platforms. You can specify the color depth from monochrome (2 values) to full color (16,777,216 colors). Images are not usually compressed when saved.
Bonjour	Macintosh network technology for automatically detecting devices connected to the network and for specifying settings. Previously called “Rendezvous”, the name was changed to “Bonjour” starting with Mac OS X v10.4.
BOOTP	Abbreviation for Bootstrap Protocol. A protocol in which a client computer on a TCP/IP network automatically specifies the network settings from the server. Currently, DHCP, which is an advanced protocol based on BOOTP, is mainly used.
Brightness	Brightness of a display screen
Byte	Unit of information (data quantity) on a computer or printer. Configured as 1 byte equals 8 bits.
Client	A computer that uses the services provided by a server through a network
CMYK	Abbreviation for Cyan, Magenta, Yellow, and Black. The colors in the toner and ink used for color printing can all be represented by changing the mixing ratio of the four colors of CMYK.
Color Matching	Technology for decreasing the difference in color among different devices such as scanners, displays, and printers
Default Gateway	A device, such as a computer or router, used as a “gateway” to access computers not on the same LAN
DHCP	Abbreviation for Dynamic Host Configuration Protocol. A protocol in which a client computer on a TCP/IP network automatically specifies the network settings from the server. With collective management of the IP address for DHCP clients on the DHCP server, you can avoid duplication of an address and you can build a network easily.
DNS	Abbreviation for Domain Name System. A system that acquires the supported IP addresses from host names in a network environment. DNS allows the user to access other computers over a network by specifying host names, instead of difficult to memorize and understand IP addresses.

Term	Definition
DPI (dpi)	Abbreviation for Dots Per Inch. A resolution unit used by printers and scanners. Indicates how many dots per inch are represented in an image. The higher the value, the higher the resolution.
Driver	Software that works as a bridge between a computer and a peripheral device.
Ethernet	LAN transmission line standard
Frame Type	Type of communication format used in a NetWare environment. Communication is not possible if the same frame type is not used.
FTP	Abbreviation for File Transfer Protocol. A protocol for transferring files over the Internet or an intranet on the TCP/IP network.
Gateway	Hardware and software used as the point where a network is connected to a network. A gateway also changes data formats, addresses, and protocols according to the connected network.
Grayscale	Monochrome image expressive form using the gradation information from black to white
Hard Disk	Large capacity storage device for storing data. The data can be stored even if the power is turned off.
Host Name	Displayed name of a device over a network
HTTP	Abbreviation for HyperText Transfer Protocol. A protocol used to send and receive data between a Web server and a client (Web browser). Documents containing images, recordings, and video clips can be exchanged with the expressive form information.
IEEE 1284	Abbreviation for Institute of Electrical and Electronic Engineers 1284. A parallel port standard that was developed for printers.
Install	To install hardware, operating systems, applications, printer drivers on to a computer
IPP	Abbreviation for Internet Printing Protocol. A protocol that sends and receives print data and controls printers over the Internet on a TCP/IP network. Data can also be sent to printers in remote areas to print over the Internet.
IPX	A protocol used with NetWare and works at the network layer of the OSI reference model
IPX/SPX	Abbreviation for Internetwork Packet Exchange/Sequenced Packet Exchange. A protocol developed by Novel, Inc. that is commonly used under a NetWare environment.
IP Address	A code (address) that is used to identify individual network devices over the Internet. A maximum of three digits for four numbers are displayed such as 192.168.1.10. IP addresses are assigned to devices, including computers, which are connected to the Internet.
LAN	Abbreviation for Local Area Network. A network which connects computers on the same floor, in the same building, or in neighboring buildings.
Local Printer	A printer connected to a parallel or USB port of a computer
LPD	Abbreviation for Line Printer Daemon. A printer protocol that uses TCP/IP and is platform-independent. Originally developed for BSD UNIX, it has become the standard printing protocol and can be used with any general computer.

Term	Definition
LPR/LPD	Abbreviation for Line Printer Request/Line Printer Daemon. A printing method over a network in a Windows NT system or UNIX system. Using TCP/IP, you can output print data from Windows or Unix to a printer over a network.
MAC Address	Abbreviation for Media Access Control address. With a special ID number for each Ethernet card, data can be sent and received between the cards. A number consists of 48 bits. The first 24 bits consist of a special number for each manufacture controlling and assigning IEEE. The last 24 bits consist of a number that the manufacturer assigns uniquely to the card.
Macromedia® Flash®	Software developed by Macromedia, Inc. and used to create data combining vector-graphic animation and sound, and the format of this data file. The bidirectional content can be manipulated using a keyboard and a mouse. The files can be kept relatively compact, and they can be accessed with the Web browser plug-in.
Memory	Storage device for storing data temporally. When the power is turned off the data may or may not be erased.
NDPS	Abbreviation for Novell Distributed Print Services. Provides a highly efficient printing solution in an NDS environment. By using the NDPS as a printer server, you can output from the desired printer, automatically download the printer driver of a newly installed printer, simplify and automate complicated management environments related to printer use, and integrate management related to the network printer.
NDS	Abbreviation for Novell Directory Services. The servers and printers on a network and the shared resources of the user’s information, as well as the user’s access authority over these items can be consolidated in the hierarchy structure.
NetBIOS	Abbreviation for Network Basic Input Output System. A communication interface developed by IBM.
NetBEUI	Abbreviation for NetBIOS Extended User Interface. A network protocol developed by IBM. By simply specifying the computer name, you can build a small-scale network.
NetWare	Network operating system developed by Novell. NetWare IPX/SPX is used as the communication protocol.
Nprinter/Rprinter	Remote printer support module for using a printer server under a NetWare environment. Use NetWare 3.x with Rprinter, and NetWare 4.x with Nprinter.
OHP Interleave	Set this function to insert paper between overhead projector transparencies that are being printed.
OHP/OHT	OHP (overhead projector) transparencies which are used for presentations
OS	Abbreviation for Operating System. Basic software for controlling the system of a computer.
Outline Font	A font using lines and curves to display an outline of a character. Large-size characters can be displayed on a screen or printed with no jagged edges.
Parallel Interface	Data transmission method for sending and receiving data of multiple signals simultaneously. IEEE 1284 is commonly used as the printer connection.

Term	Definition
PDF	Abbreviation for Portable Document Format. An electronically formatted document which uses the .pdf extension. Based on the PostScript format, you can use the free Adobe Acrobat Reader software to view documents.
PDL	Abbreviation for Page Description Language. The language for specifying the print image per page to a printer when printing using a page printer.
Peer-to-peer	A network format that allows connected devices to communicate without using a dedicated server
Plug-and-play	Ability to automatically find and use the appropriate driver when a peripheral device is connected to a computer
PostScript	A typical page-descriptive language developed by Adobe and is commonly used for high quality printing
PPD	Abbreviation for PostScript Printer Description. A file used to describe the resolution, usable paper size, and the PostScript printer model special information.
Preview	A function that allows you to view an image before processing a print or scan job
Print Job	Print request transmitted from a computer to a printing device
Print Queue	A software system which queues the generated print job in the devices
Printer Buffer	Memory domain temporarily used for data processing of a print job
Profile	Color attribute file The dedicated file that contains the summarized correlation of the input and output of each primary color used so that the color input and output devices can reproduce the color.
Proof Print	Press this key to print a single sample print and stop the machine so that it can be checked before printing a large number of copies. This prevents print errors from occurring in a large number of copies.
Property	Attribute information When using a printer driver, various functions can be specified in the file properties. In the file properties, you can check the attribute information of the file.
Protocol	The rules that allow computers to communicate with other computers or peripheral devices
Proxy Server	A server that is installed to act as an intermediary connection between each client and different servers to effectively ensure security over the entire system for Internet connections
Pserver	Print server module under a NetWare environment that monitors, changes, pauses, restarts, or cancels a print job
Queue Name	Name specified to each device that allows printing when network printing
RIP	Abbreviation for Raster Image Processor. Process that develops picture images from described text data using the PostScript page description language. The processor is usually integrated in the printer.

Term	Definition
RGB	Abbreviation for Red, Green, and Blue. Represents all colors by changing the brightness ratio of the RGB 3 colors using the primary colors used by the color representation in a monitor.
Resolution	Displays the ability to reproduce the details of images and print matter correctly
Samba	UNIX server software that uses SMB (Server Message Block) so that UNIX system resources can be used from a Windows environment.
Save in User Box	Temporarily saves the job on the HDD so that it can later be recalled and used again
Screen Font	A font for displaying text and symbols on a CRT monitor
Shared Printer	A printer setup that allows the printer to be used by multiple computers connected to a server over a network
SLP	Abbreviation for Service Location Protocol. A protocol capable of finding services over a TCP/IP network and automatically specifying a client.
SMB	Abbreviation for Server Message Block. A protocol that shares files and printers over a network and which is mainly used by Microsoft Windows.
SMTP	Abbreviation for Simple Mail Transfer Protocol. A protocol for sending and forwarding e-mail.
SNMP	Abbreviation for Simple Network Management Protocol. A management protocol in a network environment using TCP/IP.
Spool	Abbreviation for Simultaneous Peripheral Operation On-Line. For printer output, data is not sent directly to the printer, it is temporarily stored in another location, then sent to the printer collectively.
Subnet Mask	The unit used to divide a TCP/IP network into small networks (subnetworks). It is used to identify the bits in a network address that are higher than the IP address.
TCP/IP	Abbreviation for Transmission Control Protocol/Internet Protocol. The de facto standard protocol used by the Internet that uses IP addresses to identify each network device.
TrueType	An outline font that was developed by Apple Computer and Microsoft. It is used as a standard by Macintosh and Microsoft Windows and can be used both on a display and in print.
Uninstall	To delete software installed on a computer
USB	Abbreviation for Universal Serial Bus. A general interface standard for connecting a mouse, printer, and other devices to a computer.
Web Browser	Software such as Internet Explorer and Netscape Navigator for viewing Web pages
WINS	Abbreviation for Windows Internet Naming Service. A service for recalling named servers for the conversion of computer names and IP address in a Windows environment.

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4038-7793-45

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